



THE ADEYFIELD ACADEMY

JOB DESCRIPTION

Academy Administrator

Full Time - 37 hours per week (8-4 Mon-Thurs, Fri 8-3:30)

Salary: Hertfordshire Support Staff Scale H5

Full Time / Term Time only (plus 2 weeks)

The post holder is required to perform the duties below. They will be responsible to the PA to the Headteacher and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Headteacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Main Area of Responsibility

- To provide high level administrative support across the School as required.

Duties and Tasks (may include any of these aspects depending on experience and skill set)

- Record accurate minutes for staff briefings, parent meetings, and Governor Prevention Panel (GPP) meetings as required, ensuring timely distribution.
- Behaviour systems administration (detentions, out of class tracker)
- Generate weekly achievement badge and certificate reports and efficiently distribute them to Heads of Year to support timely student recognition.
- Liaising with primary schools during the transition process to arrange visits, identify any students requiring an enhanced transition and generally field queries from prospective parents
- Liaising with external and internal stakeholders as and when required to support SLT in diary management
- Draft, format, and brand administrative letters and key academy documents in line with organisational guidelines.
- Assist with the delivery of whole-school events by attending and supporting arrangements, preparing materials.
- Provide reliable cover for the main reception desk during lunch breaks and staff absences.
- Maintaining an excellent level of communication with all stakeholders by email, phone and face-to-face contact.
- Assist with the planning, preparation, and on the day support for the annual school photo sessions.
- Any other duties as required by the Headteacher .

Other responsibilities/tasks as required by the Headteacher:

- There is scope for development to reflect personal aspirations and skills.

Contacts

- There will be contact with staff. There may be contact with non-staff and members of the public.

Supervision

- Day to day supervision is carried out by the PA to the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.

August 2025

