



**MANOR DRIVE PRIMARY ACADEMY**  
Porter Avenue, Peterborough, PE4 7EP

**JOB DESCRIPTION**

*The Four Cs Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**JOB TITLE: HIGH LEVEL ADMINISTRATOR**

**RESPONSIBLE TO: PA TO HEADTEACHER**

**LINE MANAGEMENT RESPONSIBILITY: NONE**

**BUDGET: NONE**

**NON TERM TIME WORKING COMMITMENT:**

- 5 training days

**MAIN RESPONSIBILITIES:**

- 1 To provide high level administrative support for members for the SEND Department, SENCO, Senior Management Team (SMT) and the Headteacher’s PAs.
- 2 To project manage initiatives on behalf of the SENCO, SMT and the Headteacher’s PA and manage any associated budgets allocated to the event.
- 3 Introduction and implementation of high quality administration and filing systems using ICT to improve efficiencies, including diary management.
- 4 To assist in the effective and efficient running of the school office.
- 5 To act as first point of contact within the school for pupils, parents and others.
- 6 To prepare reports for the SENCO and Senior Management Team.
- 7 To be responsible for all school publicity, social media and public relations.
- 8 Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education and Child Protection Procedures.

**SECTION 1 - DUTIES:**

1	Work with the Headteacher’s PA to provide full and effective administrative support for the SEND Department and the whole SMT.
2	Co-ordinate all aspects of school events within the responsibility of the identified SMT person. This may involve attending some events in the evenings.
3	Produce typed documentation to a very high standard using relevant IT resources (spreadsheets, word-processing and databases).
4	Produce school publications, eg prospectus, newsletters social media.
5	Co-ordinate the production of agenda papers for meetings, attend meetings and produce minutes as required.
6	Manage data input into school information system and prepare reports where required for the SENCO and SMT.
7	Provide efficient administration and management of the wide range of data as supplied to, and used by the school.

8	Undertake general secretarial / receptionist duties – acting as first point of contact with the school, responding to enquiries and passing appropriate messages / information to staff.
9	Collate and prepare pupil academic data.
10	Provide staff and parents with relevant information as requested.
11	Liaise with external agencies as required.
12	Work flexibly to meet agreed deadlines and targets.
13	Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
14	Support and aid the opening and distribution of formal, and informal communications in the school, both paper and electronic, internal and external.
15	Assist in the general maintenance of records and data.
16	Work with others in updating and producing all forms of school information.
17	To receive and forward all communications.
18	To action all reception duties as required.
19	To regularly produce social media communications.
20	Use of software packages used within the school.
21	To operate the telephone system within the school.
22	To provide First Aid care and support for pupils, staff and visitors as required.
23	To be pro-active within the school in the promotion of First Aid and related services, to ensure that the school maintains such services in line with the current developments and initiatives and that teaching staff are regularly updated on First Aid issues.
24	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
25	To respond appropriately to pupils' needs for pastoral problems initially presented as being medical / first aid related.
26	To assist with hospitality arrangements for all functions within the school. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.

## Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety and Welfare.

To undergo basic First Aid training and update courses.

## Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

## Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the school's Child Protection Officer.

## Other Tasks

Any other tasks, duties or services that may be reasonably requested by the Headteacher's PA.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	