

Job Description

Job Title:	Senior Academy Administrator
Salary/Grade:	Grade 4, (SCP 12 – 16)
Working Hours	37 hours per week (Term Time Only Plus 2 Weeks)
Academy Name:	Reaside Primary Academy
Location/Address:	Tresco Close, Rednal, Birmingham, B45 0HY

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This postholder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Post

To provide skilful administrative and secretarial support to ensure the smooth and effective running of the school under the direction of the Headteacher and to act in a confidential manner in the best interests of the Academy, pupils and staff.

Relationships:

Line Managed: by the Headteacher / Work may be assigned by the Hub Business Partners as required.
Line Manage: The Academy Administrator

Duties and responsibilities attached to this post are as follow:

- Provide appropriate levels of clerical support to the Headteacher and Academy Staff including typing, filing and photocopying and postage.
- Receiving and handling telephone inquiries, incoming emails, dealing with queries, making appointments and providing general information about the school.
- Acting as a first point of contact for visitors, parents and school governors and ensuring compliance to the Academy's Safeguarding Policy.
- Supporting the Academy or different departments with the accurate reporting of data on Parago.
- Supporting financial processing - e.g. processing of invoices, income, banking and through MCAS.
- Placing orders of goods and services with suppliers and entering of appropriate details through PSF and requesting new supplier set up.
- Supporting with administrative duties and tasks associated with the Bromcom system - e.g., pupil data including attendance, staff absence.
- Support with the delivery of educational visits e.g., this may include the administration associated with this activity such as booking travel or typing up risk assessments, or phoning or emailing coach companies.
- General administration - answering calls, emails, administration for Business Partners (in relation to processing through various systems) if required and supporting school leaders as appropriate.

- Covering front of house (to ensure that cover is provided during core school hours) - customer service in relation to parents/visitors.
- To assist with the accurate collection, recording and banking of any other income received into the Academy.
- To be responsible for keeping accurate records relating to any Purchasing Cards, and provide reconciliations to the Finance Business Partner on a monthly basis.
- To create purchase ledger orders, delivery notes and invoices.
- To perform all duties pertaining to Pupil Admissions, Registers and Attendance (in the absence of the Administration Assistant or Pastoral Manager) waiting lists, Pupil Records, CTF, Census, Assessment and Year End Procedures.
- To be responsible for completing any necessary returns to the Academy Trust, LA and DFE and others as appropriate, including School Census and supporting the HR Business Partner with the Workforce Census.
- To liaise with the Trust Central Team in an appropriate and timely manner to ensure that they have all the information they require to enable the smooth running of the Trust.
- To ensure the accurate administration, charging and recording of all payments relating to dinner money, school trips, music tuition and other chargeable activity via the online payment system and to reconcile on a monthly basis.
- To accurately record and bank all cash payments received on a weekly basis.
- To update the Single Central Record on a daily basis under the guidance of the Headteacher.
- Supporting recruitment activity and processes through Talentlink - including maintaining SCR, DBS checks, Right to Work checks.
- To assist with administration in relation to HR, recruitment and staffing including the use of Talentlink and MyView and the maintenance of Personal Staff Records.
- To input staff sickness and absence updating Bromcom/MyView as necessary.
- To support relevant staff with administration associated with the Parago system.
- To assist with arrangements for school events i.e. open days, fund raising events, Parents' Evenings, school trips and school photographs.
- Such other duties as may be commensurate with the scale and nature of the post.
- To undertake appropriate professional development, including adhering to the principle of performance management.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with UWMAT's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Fluency - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff within the UWMAT Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	HR Business Partner	Date of issue:	February 2023
Signature of Postholder		Date of signature:	