

# City of London Academies Trust



## Job Description Academy Administrator

**Post: Academy Administrator**

**Accountable to: Business Manager (Primary)**

**Grade/Range: JE4 SP 11-15**

**Salary: Pro rata £31,136 - £32,518 (1 FTE £33,870 - £35,373)**

**Working Pattern: Monday – Friday, 08:00 – 16:00, term time + 2 weeks to be worked during some closure periods**

**Location: Galleywall Primary School**

**Disclosure level: Enhanced**

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### **Key Accountabilities**

#### **Key Responsibilities**

- Assist the Headteacher
- School logistics: calendar and events
- Communications: website, social media, letters
- Finance: purchase orders, parent payments
- Administrative duties

#### **School Logistics**

- Assist the Headteacher by managing calendar, visitors, information
- Administer the School diary and calendar including bulletin and staff meetings
- Coordinate the administration around school trips including parent payments
- Collating and processing assessment data

#### **Communication**

- Coordination of school website
- Coordination of all the school's social media accounts
- Dissemination of school news through all of the above channels
- Checking and sending all bulk communications
- Compiling the weekly school newsletter

#### **Finance**

- Raising purchase orders, in conjunction with the Business Manager, as required by school staff
- Administration e.g processing orders, goods received notices, etc ke general financial adm

- Issuing Stock to Staff
- Responsible for scanning of all paperwork into the finance system
- Support the Business Manager with the inputting of invoices
- Responsibility for document management of relevant documents for processing following financial procedures
- Administration of the Asset register
- Adhering to processes in order to meet the requirements of finance audits
- Running the parent pay account

## **Administration**

- [shared] Reception duty - meeting, greeting, checking and signing in visitors
- [shared] Responsibility for checking and responding to the parent, finance and enquiries email inboxes
- [shared] Answering phone calls and delivering messages to the relevant party in a timely manner
- [shared] Maintain manual and computerised records/ management information systems
- [shared] Responsibility for signing in of late pupils
- [shared] Signing out of pupils being collected early
- Collating and processing assessment data and other data entry work
- New academic year Upload CTF files for new starters and leavers and monitor off role in SIMS and organise onward paperwork with admin assistants School Office Staff in a timely manner.
- Responsible for the administration of admission processes for Reception children and any new starters working with the Pastoral Team and School Office Staff.

## HR Assistance

- Support with processing Adverts and shortlisting administration
- Monitor inbox for vacancies@galleywall.co.uk and hr@galleywall.co.uk working with the Business Manager.
- Chasing up references and DBS
- Arranging Interviews working with SLT

## **Clubs**

- Collecting booking information from parents
- Credit Control

## **General**

- [shared] To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
- Medical work - Control of medicines and processing paperwork for the same working with the Pastoral Lead and SLT [First Aid Training will be provided]
- Medical work – Replenish First aid boxes working with the First Aiders [First Aid Training will be provided]
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet).

- To process Student Exclusion letters and send to parents working with SLT
- To process References for Student transfers working with SLT

## **Other**

- Undertake such other duties as reasonable correspond to the general character of the post and commensurate with roles of this level within the Academy
- To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning
- To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the GDPR framework
- To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity

## **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

# City of London Academies Trust

## Person Specification



### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Person Specifications	Essential	Desirable
<b>Qualifications</b>		
GCSE (or equivalent) in English Language and Maths grade C or above	Y	
First Aid trained	Y	
Secretarial/Receptionist/Administrative Training		Yes
<b>Experience, Skills and Knowledge</b>		
Confident user of a range of desktop applications - Microsoft Office	Y	
Excellent Customer Service	Y	
Ability to use a range of tools such as spreadsheets, word processing, presentation and publishing applications to produce professional communications	Y	
Ability to use the pupil and financial (MIS) packages currently used BROMCOM, IRIS - training will be provided		Y
Confident in use of all Office software - Microsoft Officer (Word, Excel, Powerpoint, Google Drive, Parent Pay)	Y	
Experience working within a school environment		Y
Knowledge and experience of audits		Y
An ability to communicate efficiently and confidently to staff and students	Y	
To be organised and efficient	Y	
To be accurate in writing and able to check documents with accuracy	Y	
An ability to work to deadlines	Y	
Ability to relate well to children and adults	Y	
Polite, friendly and flexible approach to work	Y	
To keep calm and professional at all times	Y	
<b>Personal Qualities</b>		
Genuine interest in pursuing a career within administration	Y	
A commitment to ongoing training	Y	
Presentable and professional at all times	Y	

Person Specifications	Essential	Desirable
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Motivation to work with children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	