

THE LINK ACADEMY TRUST

JOB DESCRIPTION

Job Title: Academy Administrator

Pay Scale: Grade C/D/E (Depending on experience)
35 hours per week, 39 Weeks per year

Responsible to: HR Operations Manager & Senior Administrator

Purpose of role

- To provide a comprehensive administrative and organised support service to the Academy
- Have excellent knowledge of all office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the office in order to maintain the efficient running of the Academy
- To manage the procedures relating to pupil transfers, including CTF file processing
- To be responsible for managing and maintaining SIMS.net with regard to all pupil records
- To ensure the Single Central Record is kept up to date with employee, volunteer, contractors, governance and agency staff information
- Liaise with HR Operations Manager to ensure employee personnel files are maintained and any employment changes are actioned
- Ensure employee absences are recorded on HR programme, Selima.
- Work closely with Executive/Academy Head to monitor employee absences, trigger points reached and return to work meetings held
- Assist Executive/Academy Head with annual Phonics, KS1 & KS2 SATS returns via SIMS
- To be responsible for the administration of educational visits including residential trips
- To manage the collection, recording and banking of any cash/chqs paid to the academy in accordance with the Trust's financial regulations
- School Dinners/Lettings/Visits & Trips/Preschool/Wrap Around Care etc. manage and oversee payments via ParentPay or Sales invoices via HCSS, chasing debtors as and when necessary
- Liaising with parents and ensuring information is disseminated to them
- Supporting teachers with planning and organizing Visits/Trips/Residentials etc.
- Collation and distribution of weekly newsletters/diaries
- Deal with all emails coming into academy admin address in a timely and appropriate way
- Keeping academy websites up to date with calendar of events etc. and liaising with staff to ensure all areas are kept up to date
- Ensure Trust Asset & Inventory register is kept up to date with the academy assets
- Maintain confidential pupil records
- Adhere to the Trust Records Retention and Disposal Policy in line with the General Data Protection Regulation (GDPR)
- Assist with Preschool headcount return paperwork and input data to Early Years portal, if applicable
- Processing orders on receipt of signed requisition form and raising purchase orders on HCSS for authorisation by Finance Manager. On delivery, check orders are received and sign invoice before passing to Finance Dept for processing
- Maintain and Monitor Pupil Attendance via registers and SIMS and report to the Executive/Academy Head
- Weekly call points/arranging Fire Drills/Extinguisher checks/Flushing logs, in liaison with caretakers if applicable. Advise Trust Health & Safety coordinator of any issues arising in these areas or any statutory requirements necessary for three yearly H&S audit with Devon County Council

Key Tasks

Reception Duties

- Receive all visitors to the academy in a friendly and professional manner ensuring they feel welcome and attended to
- Process children who arrive late and leave during the day for appointments/sickness etc.
- Process ID checks for all visitors in accordance with the Trust's Safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification. Seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to the Executive/Academy Head any concerns which arise through contact with children in line with the Trust's 'anti-bullying' and 'child protection' policies
- Ensure all contractors visiting the site to carry out any intrusive works, sign to confirm sight of the academy's Asbestos Register
- Ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately using tact and diplomacy at all times
- Ensure the answer-phone messages are checked early morning and then regularly during the day
- Take messages for staff and pupils and deliver as required
- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our pupils, data protection issues, General Data Protection Regulation (GDPR) and the need for strict confidentiality at all times

Admissions

- To arrange prospective parent visits to the academy for the Executive/Academy Head
- To maintain pupil record folders, files and ensure information is entered onto SIMS
- Responsible for ensuring all school admission packs (Prospectus) are kept up-to-date and distributed
- Ensure Preschool admission packs are completed and returned to the academy, information to be updated onto the EY portal. Support parents with completing the forms and hasten parents where necessary
- To assist with preparation of information and records for forwarding on to appropriate secondary schools and other primary schools as necessary

Administration of Educational Visits

- Responsible for the co-ordination of travel arrangements for trips
- Source the most competitive prices for coach bookings
- Administration of paperwork for school swimming lesson trips
- Administration of all trips, local, off-site and residential, including liaising with the Executive/Academy Head/Lead Teacher, venue, letters to parents, collection of monies, banking and accounting
- Responsible for completing Trip Costings Sheet

Financial

- Responsible for the setting up and administration of all school monies relating to trips, events, school dinners, clubs etc. via ParentPay
- Receipts to be issued for all monies received via cash/chq on a daily basis
- Banking records to be kept for a clear audit trail
- Any monies held in the academy pending banking are kept in a secure location, safe, locked drawer etc.

Welfare

- To be responsible for maintaining the records for administration of medicine to pupils and for administering medicine to pupils if required

General Administration

- To maintain the diary, outlook calendar and website calendar
- Ensure the emails are checked every morning and then regularly thereafter during the day and forwarding messages to the appropriate staff

- Arrange appointments/parent meetings for the Executive/Academy Head and teaching staff as requested
- To compile letters/documents as requested by staff
- To be responsible for organising and managing the administrative procedures relating to pupil records. To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the deadlines
- To manage an effective computerised system for record keeping processes (SIMS.net and Selima) and to attend training courses as necessary to keep up to date with the systems
- To complete the termly pupil census and the SIMS.net end of year procedures that lead to the academy being promoted for the next academic year
- To assist with distribution of pupil reports if requested by the Executive/Academy Head
- To assist with supply cover for absent staff if requested/authorised by the Executive/Academy Head
- Manage the sale of school uniform to parents
- Distribute the incoming post after sorting it and be responsible for its administration
- Responsible for the administration of the supermarket 'saver' vouchers
- Responsible for the administration and organisation of photos to include:
 - Arranging photographer visits
 - Production of class/sibling lists if required
 - Collating any information relating to family requirements
 - Distributing photos and collecting monies

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures to assist with an accurate roll call
- To assist with the promotion of the academy through the sensitive dealings with children, parents and visitors at all times
- To maintain and monitor an appropriate level of stock control for office supplies
- Assist with dealing with lost property
- Any other duties as can be reasonable expected within the boundaries of the office
- Together with your Senior Administrator and HR Operations Manager, be responsible for identifying and agreeing your personal development/training needs via an annual appraisal process
- To attend half termly administrator meetings

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' and 'Keeping Children Safe in Education' publications

Report to the Executive/Academy Head ANY behavior by colleagues or children which raises concern