

Academic Administrator Job Description and Person Specification

Job description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	A key administrative post with critical importance for supporting the academic work of the School. The post holder will be responsible for maintaining and supporting electronic academic systems throughout the School. The post holder will provide administrative support to members of the Senior Leadership Team and other academic staff as required.
Hours of Work:	8.00am to 4.30pm Permanent Term-time + some holiday working (40 weeks in total)
Salary:	between £24,207 and £26,000 actual (£28,080 and £30,160 FTE)
Reporting to:	Office Manager
Functional Relationships with:	<ul style="list-style-type: none"> ▪ Senior Leadership Team ▪ Office Manager/Head's PA ▪ Office Staff ▪ Heads of Department
Main duties and responsibilities:	<ul style="list-style-type: none"> ▪ Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; <p>Academic Administration</p> <ul style="list-style-type: none"> ▪ Maintaining and developing the use of the School's academic management information systems, including data input and analysis and the preparation of management reports for academic staff;

- Producing, analysing and evaluating academic data, e.g. internal and external examination results; and baseline predictive data; pupil reports;
- Working with the Deputy Heads and School Timetabler, to maintain academic sets and timetables for pupils and staff, distributing timetables to pupils;
- Providing support for the School's academic reporting procedures from design, set-up and maintenance, through to final production ready to publish to stakeholders;
- Working with the Deputy Heads to organise parents' evenings, including booking of appointment times, scheduling online meetings and arrangements for in-person events;
- Working with the Deputy Heads and Heads or Departments to produce curriculum documentation for stakeholders;
- Administering requests for teaching staff leaves of absence and organising cover for absent staff, working with Deputy Heads (Senior) & (Prep);
- Working with the Deputy Heads and Examinations Officer to support the arrangements of external examinations;

Senior Leadership Support

- Providing secretarial support for Senior Leaders as required, including diary management and drafting of correspondence;
- Attending meetings and taking minutes as directed, primarily supporting the work of the Senior Leadership Team;
- Establishing and maintaining effective systems and processes in order to contribute towards the smooth running of the School;
- Administering paperwork for School Trips and preparing information for Senior Leadership approval;
- Maintaining and updating the School policy documents, Staff Handbook and Parents' Handbook as directed;
- Working with Deputy Heads to compile and publish School rotas and schedules (e.g. duties, Beginning and End of Term Programmes)
- Providing administrative support for regular events within the School;

	<ul style="list-style-type: none"> ▪ Preparing and responding to routine correspondence and enquiries, including the preparation of letters to parents/carers; <p>General Administration</p> <ul style="list-style-type: none"> ▪ Supporting the work of the School Office as required; ▪ Manage daily office operations including reception duties as required, telephone and email communications; ▪ Providing general clerical and administrative support e.g. photocopying, filing, emailing, completion of standard forms, and other tasks as directed; ▪ Maintain accurate and up-to-date pupil and staff records in compliance with data protection regulations; ▪ Producing and maintaining the School’s Calendar, including updating approved entries in online calendars; ▪ Supporting and leading, where appropriate various projects to meet the needs of the School.
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It is important to note that this job description is a guide to the work you will be required to perform. This job description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post. You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • GCSE, or equivalent, Mathematics and English at Grade C or above 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Relevant qualifications in office administration and IT applications 	<p>Production of the Applicant’s certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of running effective administrative and clerical systems • Experience of working with management information systems or databases • Experience of working in a support function • Experience of working with people 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Working in an educational setting 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent literacy and communication skills • Excellent numeracy skills • Excellent IT skills, in particular the advanced use of Outlook, Word and Excel • Excellent inter-personal skills 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent working knowledge of management information systems and/or database functions 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Working expertise of an organisational management information system, preferably iSAMS or an equivalent system such as SIMS or PASS 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in an education setting • A willingness to contribute to the School's ethos • Ability to manage time demands and ensure deadlines are met • A helpful and positive nature • A calm and caring disposition • Enthusiasm, tenacity and resilience • The ability to work under pressure, while maintaining a sense of humour 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• Understanding the importance of confidentiality and discretion		
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