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**Prosper Learning Trust**

**Lead Administrator – Job Description**

**Location:** Any nominated PLT academy – Gilbert Ward Academy

**Grade:** N5

**Responsible to:** Academies Business Support Lead/Trust Operations Manager

**Responsible for:** Academy Admin Assistants

**Job Purpose:** To provide a high quality, efficient and effective administration service within specified academy. To work as part of the administrative team, support the academy in attaining its aims and objectives, by providing and ensuring administrative support to the leadership team. To act as exams assistant.

**Location:** Designated academy. Please note that staff may be rotated across the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is

not necessarily exhaustive and other duties of a similar nature and level may be

required from time to time.

**Lead administrator:**

* To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Senior Leadership Team, having undertaken appropriate research.
* Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
* To ensure that all general word processing – letters, forms and booklets including handbooks, induction packs, newsletters, School Development Plan, school policies etc are completed efficiently and to ensure that the information contained within them and on the school’s website is kept up to date.
* To ensure confidential secretarial, administration and clerical duties relating to all aspects of the Headteacher’s work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work.
* To manage the administrative function including the admin and ICT facilities, academy reception, reprographics, records and telephones etc
* Receive and deal appropriately with all incoming electronic communications into the academy email account. Use judgement to re-direct them or manage them on behalf of the Headteacher.
* Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries where appropriate.
* Take and distribute minutes of Senior Leadership Team and staff meetings as required.
* Organise supply bookings as needed.
* Maintain academy sickness absence records as required.
* Maintain good practice in relation to the provision of an efficient and effective service within reception area and other administration offices.
* Line manager for administrative staff.
* Being responsible for keeping the Trust Operations Manager informed of needs and concerns relevant to the work of the administrative staff.
* Budget holder for and oversight of admin office supplies, as delegated.
* Work with the SLT to prepare a Trust/academy administrative calendar.
* To work with the Trust HR Officer to maintain an accurate Single Central Record.
* To complete statutory returns e.g. census, staff workforce census
* Be responsible for the general security in the school office
* To be day to day contact for health and safety issues and repairs and maintenance issues. To liaise with site managers and Trust Premises Management Officer on site issues.
* To co-ordinate the academy’s minibuses with regard to servicing, repairs and maintenance etc and to work with the Trust Premises Management Officer with regards to approved drivers for the academy and maintenance of records.

**Exams Assistant**

* To manage the administration of both the public and internal examinations system and to supervise the conduct of examinations in accordance with the regulations issued by the Joint Council for Qualifications (JCQ)
* To provide advice and guidance relating to examination/accreditations and frameworks – JCQ etc
* To communicate with exam boards regarding entries, withdrawals and amendments
* To be the point of reference and support for academy leaders in relation to exam queries and specifications
* To assist with preparation of the examinations timetable throughout the year
* To maintain records of examination results and produce reports as and when required
* Access and maintain exam board information online
* To ensure the safe receipt and safe storage of examination papers and despatch of completed scripts, coursework, estimated grades and coursework marks
* Manage the examination results service to pupils and deal with exam queries and specifications
* Assist with the preparation of the examination timetable throughout the year as necessary
* During the exam periods, ensure the set-up of exam rooms and their continued maintenance

**Support for the Trust:**

* Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the Trust.
* Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
* Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
* Assist in maintaining a health, safe and secure environment and to act in accordance with the academy’s policies and procedures
* Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Head of School.

**Person Specification**

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| --- | --- |
| **Area** | **Essential/Desirable** |
| **Qualifications & Training** |  |
| GCSE ‘O’ Level or equivalent in English and Maths | E |
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| **Knowledge and Experience** |  |
| Experience of working in Office Manager role which involved line management of staff. | D |
| An understanding and knowledge of the key principles of school based administration. | D |
| Experience of working with Microsoft packages including word, excel and power point | E |
| Experience of delivering high quality customer service | E |
| Administrative experience gained whilst working in a multi-academy trust/schools or educational setting | D |
| Knowledge and experience of exams administration and management | D |
| Knowledge and experience of using the Evolve system for |  |
|  |  |
| **Skills & Key Criteria** |  |
| Good organisational skills | E |
| Ability to prioritise workload effectively to meet deadlines | E |
| Excellent communication and inter-personal skills | E |
| Ability to communicate effectively with all stakeholders | E |
| Excellent problem solving skills | E |
| Well-developed IT skills, including the ability to take minutes | D |
| Ability to use initiative and judgement and work autonomously | E |
| Ability to maintain confidentiality | E |
| Proven tact and diplomacy skills | E |
|  |  |
| **Personal Attributes** |  |
| A supportive and co-operative team member with a flexible approach | E |
| Highly motivated showing resilience and reliability | E |
| A positive attitude and commitment to equality | E |
| Ability to manage own time well to meet competing demands | E |
| Ability to work outside normal trust hours if the need arises | D |
| Ability to travel to trust academy locations as required | E |
|  |  |
| **Equal Opportunities** |  |
| Should indicate an acceptance of, and a commitment to, the principles of the Academy’s Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust. | E |
|  |  |
| **Safeguarding** |  |
| Commitment to the protection and safeguarding of children and young people | E |
| Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting | D |