

JOB DESCRIPTION

Section: Administration	Job Title: Campus Administrator
Reports to: School Business Manager	Grade/Salary Range: NJC Grade 4 SCP 7-11 (depending on qualifications/experience)
Working Pattern: 37 hours per week	Weeks per annum: 40

PURPOSE OF JOB

To manage the day-to-day running of all aspects of campus administration, in an effective and efficient manner.

To organise and prioritise your workload to ensure that our students maximise their potential through the provision of a high quality administrative service.

To present the Academy in a positive light by being hospitable, courteous and helpful to all visitors, staff and students.

MAIN DUTIES AND RESPONSIBILITIES -

To ensure the provision of general administrative services:

- To provide the school with a welcoming, customer focussed, high quality, professional reception service so as to respond positively and immediately to all visitors and telephone calls to the school.
- Support the Head of Campus and Business Manager with the administrative workload.
- Ensure visitors are not left unattended.
- Responsible for the school entryphone system.
- Ensure messages are delivered to the appropriate staff member speedily and accurately
- Ensure the efficient and effective transfer of information in relation to sickness absence, attendance, finance etc.
- Assist with annual reviews, admissions and year-end procedures.
- Co-ordinate and schedule meetings, liaising with colleagues, parents, education

support services and other agencies as appropriate.

- Collate end of year reports for students through liaison with teaching and behaviour management staff.
- Produce and distribute information to staff and students.
- Treat all parents and visitors courteously and professionally, ensuring they have the appropriate security checks.
- Provide a welcoming and professional reception service.
- Deal with phone calls, post and office emails.
- Maintain confidentiality.
- Maintain the campus diary.
- Maintain stationery and postage supplies and undertake regular stock checks.
- Manage exclusions ensuring SLT are informed when critical points are reached. Liaise with the exclusion team regarding paperwork and meetings. Organise pupil discipline meetings and prepare packs.

To manage the SIMS student database:

- Support the Head of Campus and SBM in the collation and maintenance of data.
- Provide accurate reporting of student data as required.
- Record apposite SEN and exclusions data.
- Record apposite behaviour information required by external agents.
- Administer the Academy's attendance system for students, liaising with the transport manager, parents and behaviour manager as necessary.
- Lead with School Census returns.
- Ensure that all data is handled in accordance with GDPR.

To provide a Financial support service:

- Issue petty cash, ensuring authenticity of receipts and following rules laid down in 'Office Procedures'.

To provide an HR support service:

- Place adverts, liaise with potential candidates, organise interviews and send reference requests.

- Assist the Academy's HR Co-ordinator

To provide a Facilities support service:

- Assist with Health & Safety and maintenance matters.
- Liaise with contractors.
- Help produce reports.
- Assist the Facilities team and provide an administrative support service.

MAIN DUTIES AND RESPONSIBILITIES - OTHER

To promote the safeguarding of children.

To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of staff.

Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.



Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....