

JOB DESCRIPTION

JOB TITLE	Administrator
REPORTS TO	PA to the Principal
HOURS	37 hours per week, term time only
LOCATION	RSA Academy, Tipton
SALARY	NJC Point 5 £19,312 – NJC Point 6 £19,698 (pro rata £16,516.84 - £16,846.97)

JOB PURPOSE

- To provide an efficient & effective administrative support service to the Academy.
- To ensure admin support is given to all stakeholders providing a quality service.
- To support the collaborative work across the Academy and within the local community.
- To embody the values, vision and ethos of the Central RSA Academies Trust and assist the Principal in delivering policy which will ensure high quality and successful outcomes.

MAIN DUTIES

- Provide a full administration support service to the Academy, handling a range of administrative processes and tasks that are covered by established procedures, but prioritising own workload, using a variety of ICT software packages including Microsoft Office, producing/amending documents and inputting/retrieving data from SIMS using initiative where necessary.
- Communicate and liaise clearly, verbally and in writing, between all stakeholders.
- Maintain student data, update, retrieve information and collate reports.
- Provide support for Year 7 transition which includes organising Primary School visits, Induction Days, Open Evening & collation of documents/data.
- Organise internal events which includes booking venues, refreshments, invitations & collating replies.
- Cover for absent colleagues as and when required including Reception and Reprographics
- Produce a range of documents using a range of software packages (Excel, Word, One Drive) including Academy letters, collating reply slips, updating spreadsheets and SIMS.
- Input information onto Academy databases and spreadsheets and extract information as directed.
- File documentation in accordance with filing system
- Secure handling of information
- Organising SLT diaries and meetings and booking the appropriate meetings spaces and/or travel arrangements if required.
- Assist the PA to the Principal with administrative duties as requested.
- Any other reasonable duties as requested by line manager and/or Principal.

OTHER

- Undertake such other duties related to the work of the post as may be assigned by the PA to the Principal
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures

PROFESSIONAL DEVELOPMENT

- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up-to-date with current educational developments and legislation affecting academy operations within your area of responsibility.

Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance.