



## North Halifax Grammar School Academy Trust

### Academy Administrator Job Description

Salary	NJC Scale 5-6 Point 12 to 22 - £24,018 to £28,511 per annum
Hours	37 hours per week, term time plus 10 days (Monday to Friday)
Tenure	Permanent
Responsible to	Office Manager

#### Main Purpose of the Role:

- To ensure a full and efficient administration service is provided to the school to specifically include contact with bus companies, recording of extra-curricular activities, supporting examinations & administration of work experience.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

#### Specific Responsibilities:

- Creation and maintenance of a system to record extra-curricular activities on Edulink.
- Contact with school bus companies to include any matters that are outside of the normal arrangements, e.g. late buses, early school finish.
- Management of the locker system.
- Management and administration of the UCAS system.
- Provide administrative support for students organising or on work experience.
- Support with the running of any external, internal and BMAT examinations.

#### General Administration Responsibilities:

- General administration for the school and Year Group Leaders including letter writing, general typing, parental communication and filing.
- Maintain up to date and accurate electronic personal/school information on all students and update contact information.
- Assist with arrangements for Parents' Evening
- Support the administration of monitoring and manage the administration & distribution of student's annual school reports.
- Assist with the administration and updates of the School handbook.
- General office duties including filing, distribution of post on a rota basis, taking minutes for meetings/briefing and cover for reception.

#### Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.



**Note:**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



**Post title – Academy Administrator**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at Grade C or 4, or above.</li> <li>• Experience of dealing with external agencies/customers.</li> <li>• Working in a busy office administration role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school.</li> <li>• Experience of building relationships with young people.</li> <li>• Experience of dealing with parents of students.</li> </ul>	Application form Reference Interview
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Honesty.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to develop relationships across all aspects of the school community.</li> </ul>		Application form Reference Interview
<b>CIRCUMSTANCES - PERSONAL</b>	<ul style="list-style-type: none"> <li>• Good record of attendance and punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours and ability to cover for absences.</li> </ul>	Application form Reference Interview
<b>DISPOSITION, ADJUSTMENT &amp; ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Adaptability.</li> </ul>		Application form Reference Interview
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Positive attitude to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop new skills.</li> </ul>	Application form Reference Interview
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Well organised.</li> <li>• Ability to prioritise.</li> <li>• Orderliness.</li> <li>• Initiative.</li> </ul>		Application form Reference Interview