

Academy Administrator Job Description 2019-2020

Post title	School Secretary
Academy:	Gooderstone Church of England Primary Academy
Salary and grade:	Secretary
Line managers:	The Headteacher/ Governing Body
Supervisory responsibility:	N/A

Main purpose of the job:

- Within the staff of Gooderstone Church of England Academy, to provide general administrative/financial support to the academy. This will involve working under the supervision of the head teacher and teaching staff, but will include specific activities on a regular basis where management or supervision may not be direct.
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Duties and responsibilities

Organisation

- Undertake reception duties, answering telephone and face to face enquiries and signing in visitors
- Assist children first aid/welfare duties, looking after sick children, liaising with parents/staff etc
- Assist with arrangements for school trips, events etc, booking coaches
- Provide general clerical/administrative support
- Take notes at ad-hoc meetings
- Monitoring supplies and equipment and classroom resources and arrange contractors when necessary
- Liaise with appropriate providers concerning the placement of recruitment advertising and supporting the recruitment process within the school by responding to requests for information, dealing with the arrangements for interviews and assisting with pre-employment checks.
- To maintain an efficient filing system and to undertake reprographic duties and associated tasks. These may include routine maintenance of the photocopier and use of audio/visual equipment.
- To assist with the administrative arrangements relating to contract management;
- To maintain and update the single central record

Finance

- To assist the Headteacher in monitoring expenditure/costings by examining and checking information used by in resource allocation and assisting in the preparation of budgetary statements;
- To maintain and control the school's financial and operational information systems.
- To monitor expenditure and provide regular monitoring reports and budgetary statements to the Headteacher and Governing Body.
- Ensure the accurate completion of salary claim forms for all categories of staff within the school, making sure the correct forms are used in each case and obtaining the necessary authorisation, and forwarding them to DNEAT.
- Complete and submit the monthly staff return, the termly reminder detailing staffing changes in the school, and maintain sickness absence data, completing sickness insurance claim forms as necessary.
- Maintain confidential staff records in the school.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for children, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly

- Maintain good relationships with children, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of children
- Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the academy
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development
- Take part as required in the review, development and management of the activities relating to the organisation and pastoral functions of the academy

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to children’ well-being using academy systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the academy

Professional development

- Refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your work through participating fully in training and development opportunities identified by the academy or as developed as an outcome of your appraisal

Other

- To have professional regard for the ethos, policies and practices of the academy in which you work, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Head of School/Headteacher

Special Conditions

At Gooderstone the health and safety of all children is of paramount importance. Parents send their children to academy each day with the expectation that academy provides a secure environment in which their children can flourish. Fritcham therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed. Attendance at regular Safeguarding training is a requirement.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The academy follows the Local Education Authority’s policy on Whistleblowing. A copy of this can be made available at 24 hours notice.

Signature of post holder:

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Date: / /

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Signature of Headteacher:

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Date:

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