



Twyford Church Of England Academies Trust

“I have come that you might have life and have it to the full” John 10 v10



Ada Lovelace
C of E
High School

Ada Lovelace CE High School

Job Description

Job Title:	Administrator
Grade:	Grade 5, scale points 12 – 15 (£24,603 - £25,950)
Line Manager:	Ada Lovelace Office Manager
Supervisory responsibility:	None
Hours:	Full time (35 hours/week, 52 weeks/year*)
Location:	William Perkin during 2019/20 and then the Ada Lovelace permanent site from September 2020

Main purposes of the job

1. To support a range of organisational and administration processes for Ada Lovelace
2. To assist with the admissions and appeals processes (Year 7 & In-year)
3. To act in support of the Administration Team and the wider school

This is an ideal opportunity to develop alongside the growth of the school. For the right candidate, training and development will be provided for career progression.

Main responsibilities and tasks

1. **To support a range of organisational and administration processes for Ada Lovelace’s staff, students, parents and visitors. This includes, but is not limited to:**

Reception Duties - to act as first point of contact for all visitors to the School

- To meet and greet visitors to the School (‘front of house’)
- To provide a high quality information service to staff, pupils, visitors and external callers in respect of current and future school activities
- To process incoming mail
- To quickly and accurately handle all incoming phone calls
- To deal with enquiries received via the School’s email office mailbox
- To register students signing-in or leaving the School site on SIMS

Attendance Monitoring - to administer the electronic registration and attendance system

- To assist with locating students who are missing from lessons
- To issue Late detentions
- To chase outstanding registers
- To monitor and maintain weekly reports on outstanding registers

Behaviour Monitoring

- To assist the administrative processes relating to Detentions and Exclusions
- To assist and oversee the conduct system, including inputting conduct points and creating end of term certificates
- To ensure that pastoral information is regularly updated and accurate

Welfare / First Aid Delivery

- To assist students who attend the welfare room
- To ensure all procedures are followed when dealing with students
- To maintain a log of support given to students in each case
- To liaise with parents if necessary
- To update SIMS system with any action information regarding students

Reprographics – to carry out reprographic duties to support students and staff

- To action requests for reprographics either left in person or sent via email
- To help prioritise work during busy times, such as producing yearly student reports and preparation of examination papers

2. To assist with the admissions and appeals processes (Year 7 & In-year)

- To assist with the administration of the admissions process: at primary to secondary transfer (Year 7 - 125 students enrolled per year; considerably more applicants), and for in-year admissions (c. 20-30 per year).
- To assist with the organisation and administration of Induction Events
- To assist with the administration of the appeals process

3. General duties in support of the Administration Team and the wider School

- To undergo first aid training and participate in the medical room rota
- To monitor the admin mailboxes and complete tasks, including reprographics, as necessary
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Executive Assistant or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
 - General clerical / administrative / filing support; collecting and distributing lost property
 - Lunch-time and/or temporary cover
 - Supporting preparations for major School events
 - Communications with staff, students, parents and other external stakeholders
 - Administration supporting the admissions process
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

THIS JOB DESCRIPTION WILL BE REVIEWED REGULARLY AS THE SCHOOL AND THE ROLE DEVELOP.

Key measures of success

- Contribution to a well-organised, efficient and transparent administration system.
 - Contribution to the smooth running of whole-school activities and events.
 - Increasing knowledge of efficient and effective administration in readiness for the move to the permanent site in September 2020.
 - Positive feedback from key users of the administration service.
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Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
Educated to at least GCE A Level	✓	
A good degree		✓
General administration qualification		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative experience or of working in an office environment	✓	
Excellent standard of written English	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 5, scale points 12 – 15 (£24,603 - £25,950).

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours; core hours are from 10.00am-5.30pm* with a half an hour lunch break or as agreed with the Office Manager.

*An additional 1 hour is to be worked every day from 9.00-10.00am. These additional hours can be accrued and used as time in lieu during school holidays when the school office is quiet (or the school is closed).

Weeks of work:

Full time comprises 52 weeks with the following leave entitlement: Annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.