



## Job Description

**Job Title:** Administration Officer

**Reporting to:** PA to the Principal

**Grade:** Scale 4

### **Overall purpose of the post:**

Provide professional and efficient administrative support for the Academy.

### **Main duties and responsibilities:**

- Processing fixed term exclusions, ensuring DfE Guidelines and the Academy's Behaviour Policy are strictly adhered to.
- Assisting with the coordination of the Consequences of Behaviour system, liaising with members of SLT, Learning Managers, students and parents/carers in relation to all aspects of the behaviour system, including detention and isolation.
- Providing administrative support in relation to the staff CPD system.
- Providing administrative support in relation to student trips, ensuring the Trips Policy is strictly adhered to, in liaison with SLT.
- Provide general clerical and administrative support to members of staff at the Academy.
- Provide effective minute taking of meetings, including Behaviour Committee meetings, if required.
- Provide administrative support to the Principal and PA to the Principal as required.
- Ensure confidentiality is maintained at all times.
- Organise and maintain effective filing systems, including safeguarding files, both paper and electronic in order to provide an efficient working environment.
- Any other duties, relevant to the post, which may be required.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.