



Job Title:	Administrator (Admissions)
Salary Range:	TPAT Point 5 £17,815 pro rata
Hours:	30 hrs per week Term Time plus 12 days (5 days per week, 9.00 – 3.30pm)
Base:	Hayle Academy
Responsible to:	Headteacher’s PA/Office Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher, school leadership team, teachers, pupils <u>External:</u> School Governors, LEA advisers and representatives, suppliers, parents, external support agencies

Main Purpose of Job:

- To provide administrative and clerical support to the School.
- To undertake the necessary administration associated with the School’s Admissions and leavers.
- To complete the Student Census each term.

Main Duties and Responsibilities:

- To provide a professional and confidential administrative service for the school including word processing of correspondence, reports, publications and other documents as required
- To undertake the necessary administration with the School’s intake of new pupils and pupils leaving the School, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality and accuracy
- To respond to queries from parents through the Enquiries email and Schoolcomms
- To undertake the student census each term ensuring accuracy and meeting appropriate deadlines
- To provide cover for Reception, meeting and greeting visitors in line with the school’s visitor’s procedure and receiving and prioritising incoming telephone calls and dealing with them appropriately
- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments and contacting individuals with regard to arrangements for meetings
- To update SIMS and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems
- To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LEA and/ or other third parties



- To organise the student record archive ensuring appropriate retention periods
- To ensure the provision of administrative support in respect of timetables, registers and absences, school meals, trips and school events.
- To support the schools wider administrative function by taking minutes, organising stock control and stationery, filing, photocopying, maintaining office equipment, dealing with incoming and outgoing mail
- To be part of the First Aid on call Team (training will be provided)

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience	Admin or IT related qualifications at level 3 Typing and word processing certificates	Application
Skills and Experience	Good standard of practical knowledge, skills and experience of working in an office environment A practical working knowledge IT applications, inclusive of word, excel and powerpoint Excellent customer service and communication skills	Experience of working within a school or similar environment Experience of SIMS	Application/Interview/Assessment



Specialist Knowledge and Skills	<p>Good typing and word processing skill</p> <p>Good oral & written skills</p> <p>First Aid Qualification or willingness to undertake appropriate training towards this</p> <p>Strong organisational skills</p> <p>High level of accuracy and attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	Minute-taking skills	Application/Interview/Assessment
Behaviours and Values			Application/Interview/Assessment

Special Conditions related to the post
<p><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <p>Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information Receipt of two satisfactory employer references one of which must be from your current or most recent employer Satisfactory verification of relevant qualifications Satisfactory health check</p> <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

How to apply:	To down load an application pack or apply online please visit: www.hayleacademy.net
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	Please complete an application form in full and return to: Miss A Daddow, Heateacher's PA and Office Manager, at andrea.daddow@hayleacademy.net Please note that we do not accept CVs.
Contact details:	Address: Hayle Academy, 3 Highlanes, Hayle, Cornwall Tel: 01735 753009
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

To find out further information please visit Truro and Penwith Academy Trust website at www.tpacademytrust.org