
Job description: Education Administrator (Student Support)

Salary Range:	TDA09
Responsible to:	Education Administrator Manager
Responsible for:	Provision of a comprehensive, administrative function supporting all aspects of student administration

PURPOSE OF THE JOB

To work in a team providing a comprehensive, administrative function supporting all aspects of student administration.

KEY RESPONSIBILITIES

Student Admissions/Placements

- To support in the administration and coordination of processes relating to prospective and new students to the academy
- To liaise with parents, local authorities and external professionals, ensuring that communication is professional, timely and accurate
- To prepare and distribute welcome information to parents
- To administer all student information when joining the academy, including entering details on to SIMS (student information management system)
- To administer the daily registers for School and College, set up relevant SIMS information and class lists to support this and support Teachers in their duties relating to registers
- To coordinate the attendance process for students, completing weekly internal attendance reports and daily returns
- To administer student information relating to free school meals, bursary and pupil premium
- To liaise with the Academy Student Transition Lead, other internal staff and external professionals to obtain required information prior to the meeting
- To take full and accurate minutes of assessment or transition meetings, ensuring that they are distributed within required timeframes
- To undertake any follow-up actions required

Education Administration

- To take minutes of meetings, including weekly staff briefing, ECO and student council, student
- To produce communications to parents, such as advising of student trips, Academy visits, and obtaining ad hoc permissions
- To undertake planning for Academy events
- To provide general administration support, as directed by Line Manager

Information Management

1. To act as system administrator for the SIMS database, including ensuring that the data held is accurate, secure and complete at all times
2. To produce reports as required

Quality Assurance

- To contribute to an internal audit function to assure the quality and accuracy of student paper and electronic records
- To evaluate the effectiveness of education administration and make improvements as required

Reception Cover

- To provide lunchtime and holiday cover for Reception

Other Duties

- Be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or might come into contact with) in accordance with the Academy’s Child Protection Policy & Procedures
- Attend any internal or external meetings as required
- Be responsible for Health and Safety of self and others (in accordance with the Academy’s Health & Safety Policy)
- Provide cover in other areas where required
- Carry out any other appropriate duties requested by the Principal, your Line Manager and/or the SLT

The above list is indicative and not exhaustive. The Education Administrator (Student Support) is expected to carry out all such additional duties as are reasonably commensurate with the role.

I accept this job description as a definition of the key responsibilities and duties of the post of Education Administrator (Student Support. I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person specification: Education Administrator (Student Support)



Criteria	Essential	Desirable
SKILLS & ABILITIES		
Able to plan and prioritise workloads, often with conflicting demands, to ensure deadlines are met.	✓	
Good analytical skills in the area of information management and use of data.	✓	
Good administrative skills and a high degree of accuracy	✓	
Ability to handle sensitive and confidential information	✓	
Good numeracy skills with ability to compile information and statistics.		✓
Good literacy skills with ability to write letters and short reports	✓	
Good inter-personal skills, ability to work effectively with others	✓	
Ability to use own initiative appropriately	✓	
KNOWLEDGE & QUALIFICATIONS		
Good general education to at least 5 GCSE grade A-C including GCSE English (or equivalent qualification)	✓	
Qualifications in secretarial and administrative work to at least level 2		✓
Good knowledge of Microsoft Office, particularly Word, Excel and Access	✓	
British Sign Language Level 1 or above		✓
Willingness to study towards BSL level 2	✓	
An understanding of the requirements of the Data Protection Act	✓	
EXPERIENCE		
Operating administration systems both paper based and electronic	✓	
Experience of introducing, using and updating administrative systems and processes which are fit for purpose.	✓	

Experience of servicing meetings, including distributing accurate minutes.	✓	
Experience of working with Deaf people and/or with students with special educational needs		✓
Working within the education sector		✓
Administration related to Special Educational Needs (SEN)		✓
PERSONAL QUALITIES		
The ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Attention to detail and a strong commitment to first-class internal and external customer care.	✓	
Enthusiastic 'problem solving' mentality	✓	
Due to the level of responsibility the post holder must be able to deal effectively with the pressure and stress associated with this position.	✓	
Decisiveness and able to act promptly under pressure.	✓	