

JOB DESCRIPTION

POST TITLE:	Team Leader, Administration Team, Coventry Academy
POST RESPONSIBLE TO:	Chief Operating Officer
SALARY:	Grade 9 SCP 23-27 - £28,226 - £31,895 (pro-rated for 37.5 hours x 41 weeks) (Pay Award Pending) (Pro-rata £25,982 to £29,359).
CONTRACT TYPE:	Full time, term time only, plus 2 weeks prior to the start of the academic year.
CONTRACT TERM:	Permanent
START DATE:	ASAP
FLEXIBLE WORKING:	A job share on a fixed term contract may be possible (Wednesday to Friday).

JOB PURPOSE

To manage the day-to-day administration of the WMG Academy to ensure effective and efficient use of team members to facilitate the operational needs of students, as well as staff, parents/carers, visitors and other stakeholders. To act as team leader for the local administrative team, managing individuals within the team and directing tasks in line with business needs.

Duties and Responsibilities:

The exact duties and responsibilities will be negotiated with the post holder. These will include:

- Responsibility for managing day to day administrative services, including Reception, Reprographics and data management.
- Promoting a business-like office environment and good relationships with students, staff and other stakeholders.
- Leading by example, line managing the members of the administrative team and planning and distributing work to guarantee an efficient and well-structured office system. This includes forward planning for the full academic year; work allocation and monitoring; and the provision of guidance and advice to colleagues.
- Ensuring procedures are aligned with Trust policies.
- The timely provision of internal and external communications, delivered in line with brand guidelines. This includes the production of a variety of written material, some of a confidential nature, to include correspondence, references, reports and tables.
- Ensuring effective and timely deadlines are met.
- The ability to ensure discretion and confidentiality at all times.
- Assist with pastoral and regulatory compliance work including exclusions and behaviour reports.
- Maintaining student and staff records to ensure up to date information is held by the school and that sensitive information is secure and confidential, in line with Data Protection and other statutory requirements.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy.
- Attendance and note-taking at Staff Briefings, as well as preparing the agenda for weekly Senior Leadership Team meetings.
- Production and distribution of weekly staff bulletin.

- Attendance at – and support of – key events throughout the year, including Open Day.
- Any other duties as reasonably requested by the postholder's line manager or Principal, commensurate with the postholder's grade.

Student recruitment and onboarding

- Support and assist with Marketing activities and Open Days to aid recruitment of Y10 and Y12 learners.
- Provide administrative support for guidance interview activity for incoming students.
- Show new parents around the school and promote a positive image of the Academy.
- Maintain student records in the Academy's MIS system to ensure accurate and up to date information is held.
- Provide administrative support for admissions through to induction, as necessary.

Attendance

- Liaise with tutors regarding student absence both from WMG Academy and from individual lessons.
- To oversee the administration of lesson attendance in the Academy's MIS system.
- To liaise with parents when no explanation for absence has been received.
- To monitor and report the number and accuracy of registers.

Curriculum support

- Preparing learning resources for teachers including desk top publishing.
- Collating and preparing curriculum booklets for the option process.
- Organisation of Parents evenings.
- Support for student reports and progress checks.

Cover

- Hold and amend the Academy calendar and diary.
- Manage Cover requirements and requests in consultation with the Associate Principal.
- Liaise with supply agencies, as required, and ensure associated procedures for DBS checks are in place. Processing claim forms.

Assessment, recording, reporting and target setting

- To ensure that the MIS is populated and kept up to date, with data deadlines met.
- To manage the reporting system for parents and oversee the production of learner reports in conjunction with MIS and Examinations Manager, including checking for accuracy of data.
- Working with the MIS and Examination Manager, support the administration and organisation of internal and external examinations in accordance with awarding body regulations.

Human Resources

- To maintain the academy's Single Central Record in an Ofsted-ready format at all times.
- To oversee and ensure the maintenance of staff records, staff absences, liaising with the Senior Leadership Team, personnel and payroll providers to ensure that Absence Management and Attendance policies are adhered to.
- Record staff absences.
- Process personnel forms (setting up personnel, sickness, absence and overtime claims and change of hours).
- Ensure all new staff receive the staff handbook, policies and safeguarding information.

- Induct and train new administrative staff in addition to welcoming new staff from all areas to ensure that they are well informed.
- To assist in the recruitment and selection process, providing information on salaries and to be responsible for staff contract requests. To maintain staff records and to ensure that staff records held in the academy are kept confidential.
- Manage the logistics for the interviews/assessment process including sending invitations, catering request and preparing interview packs;
- Assist in preparation of the School Workforce Census;
- Manage the DBS process for all new staff.

Generic

The following apply to all members of the Administration Team:

- Work within the Administration Team to provide a first-class service to WMG Academy's students, staff and visitors;
 - Model the highest professional standards to staff and students in all aspects of the role;
 - Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision for the WMG Academy;
- Be prepared to work flexibly in other areas, e.g. open events, parents' evenings, weekend Induction;
- To work at all times to the standards set out in the Code of Conduct for Staff;
 - Any other duties as requested by Line Manager and commensurate with grade.
 - Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy;
 - Work within the GDPR and Data Protection requirements.

PERSON SPECIFICATION FOR TEAM LEADER, ADMINISTRATION TEAM, COVENTRY ACADEMY

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	Evidenced via Application form (a), Interview (b), Task (c).
QUALIFICATIONS		
Educated to A Level/Level 3 or significant equivalent, relevant experience, with GCSE (or equivalent) grade C or above in English and Mathematics	E	(a)
Evidence of continuing professional development	D	(a)(b)
EXPERIENCE		
Previous management of a team	E	(a)(b)
Experience as working as part of a busy team	E	(a)(b)
Previous education administration experience, ideally in a similar context	D	(a)(b)

KNOWLEDGE AND SKILLS		
Excellent oral and written communication skills	E	(a)(b)(c)
Excellent interpersonal skills, with the ability to deal with difficult conversations in a calm manner using high levels of tact and diplomacy	E	(b)(c)
Computer literate, familiar with applications such as MS Office/Google workspace.	E	(a)(b)(c)
Ability to work unsupervised and to take the initiative.	E	(b)
PERSONAL ATTRIBUTES		
A commitment to working in a cohesive, supportive and forward-thinking team of colleagues who share an ambitious vision for the WMG Academy.	E	(b)
Willingness to comply with policies and procedures relating to Safeguarding, health & safety, confidentiality and data protection.	E	(b)
Ability to establish positive relationships with students, staff and visitors.	E	(b)
Flexibility and adaptability.	E	(b)
Confidentiality and discretion	E	(b)
Enthusiasm, optimism and energy, with a willingness to work 'across the piece', being flexible and interested in other areas, e.g., open evenings, parents' evenings, weekend induction events.	E	(b)
Ability to organise, plan and prioritise.	E	(a)(b)(c)
A commitment to ensure data is processed accurately and in a timely manner.	E	(b)