

JOB TITLE	APPL (Head of Year) Administrator
GRADE	Grade 4 (£19,698 - £23,080) per annum pro rata
HOURS	37 hours per week: Term time plus two weeks (to be worked in the summer holidays or other holiday at the needs and request of the school)
	Monday to Thursday 8:00 – 4:00 Friday 8:00 – 3:30 You must take a 30-minute unpaid lunchbreak each day

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect our staff and volunteers to share this commitment.

Job Purpose:

To support the aims and objectives of the school through provision of a comprehensive and efficient administrative support function to the Academic and Pastoral Pupil Leads (APPL's). There are 5 APPL's and the postholder will work for the team.

Duties and Responsibilities:

Line Manager/ Responsible to: Under the daily guidance of the team of APPL staff (5 staff)

Attributes	Duties and Responsibilities: Requirements
Main Duties & Responsibilities	<ul style="list-style-type: none"> To Undertake a wide range of pastoral and administrative duties as directed by the APPL team; to include sending out agendas for meetings, the taking of action minutes, filing, word processing of documents and distribution of documents. Photocopying of resources, updating where necessary and distribution of resources. Assisting APPL's with the school's PRIDE/Character programme, for example writing and distribution of praise postcards, telephone calls to parents. Communications and telephone work – answering and dealing with enquiries, making telephone calls on behalf of APPL's, mentors and other senior staff as required. Liaison with parents and third-party agencies as required. Maintenance of an email response system for the APPL's. Updating of, for example, behaviour timelines. Use of the SIMS.net database or any other MIS software application in use by the school, e.g. CPOMS, School Cloud etc. Training will be provided. Provide support with the follow up of pupil lateness and subsequent detentions, which may involve sending home of pupils who have missed

	<p>detentions etc and provision of appropriate work. This in conjunction with the school's Attendance Officer.</p> <ul style="list-style-type: none"> • To provide the appropriate level of support to the APPL team in following up attendance issues. • To supervise and support pupils excluded from lessons in an appropriate venue other than the classroom. • To liaise with the Attendance Officer and teachers in ensuring that work is set and sent home following the exclusion of pupils. To arrange collection and marking of same. • To ensure that all attendance paperwork is completed in a timely and efficient manner: to include word processing, distribution and tracking of attendance letters and letters relating to pupil lateness. Adding attendance information to the schools MIS system. • To devise and implement administrative processes that enable an effective communication system between school staff relating to pupils sent home and subsequent meetings arranged with parents. • To ensure that APPL's are provided with all the necessary paperwork when meetings have been arranged. • To provide a follow up service in rearranging meetings. • To ensure that appropriate statistical data [Sims, attendance, reports etc] is accurate in support of the APPL team and others in the decision-making process. • To be involved in the inputting and extrapolation of data as required. • To represent the school/APPL team as necessary at meetings both on and off site. • To liaise with outside agencies as directed or required including assisting in the preparation of reports of various kinds. • To support the work of the pupil mentors and the APPL team. • To advise academic staff of issues relating to the year groups as required. • To encourage positive attitudes and behaviour in and around the school. • To monitor punctuality to lessons as required. • To accompany individual pupils to college/Work Related Learning interviews; only when appropriate. • Maintenance of stock and stationery • Updating of APPL display boards. • To be a designated First Aider; training will be provided. • Attendance at occasional evening events as required. • Supervising small groups of students during community related activities off site or visiting agencies on site. <p>Other duties as may from time to time be determined by the Headteacher Any other duties that are within the scope and the spirit of the job purpose, the title of the post, and it's grading.</p>
Other Post Requirements	<p>To undertake supervisory duties (e.g. break and lunchtime) as required To act as an examination invigilator/scribe as required: including assisting with arrangements for pupils with SEND</p>
Experience	<p>Of working in a secondary school Of working in an educational or commercial laboratory environment Experience of providing technical support in an educational environment</p>

Please Note: All Applicants will commence at the bottom of quoted salary scales

All duties and responsibilities must be carried out with due regard to the Westwood Academy's Health and safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection and GDPR guidelines and requirements.

Person Specification

ATTRIBUTES	JOB REQUIREMENTS	For office use only (A-Applications, I-Interview, R-Reference)
Knowledge	The post holder will require some specialist knowledge of, for example; Child Protection and safeguarding procedures and procedures relating to Looked After Children	A & I
Skills and Abilities	Ability to relate to teachers, colleagues, other professional agencies, parents and pupils Of Administrative functions Attention to detail Able to juggle a variety of tasks for a team of colleagues	A, I & R
Experience	Evidence of recent experience of working in a school or other educational environment Extensive experience of administrative functions	A, I & R
Qualifications Educational Requirements	<u>Essential</u> : Good standards of education – to include Maths, English to GCSE or equivalent/s <u>Desirable</u> : GCSE A level or equivalent Administrative/Business Diploma or equivalent Use of MS Office – in particular Word, Excel, PowerPoint Use of other MIS systems for recording pupil data including safeguarding, behaviour, attendance, praise etc	A
Other Requirements	Willingness to undertake training as required Excellent attendance and punctuality	A, I & R

June 2021