

JOB DESCRIPTION

Post title: Senior Administrator
Academy: Excelsior Academy
Reporting to: Academy Operations Manager
Salary/Pay range: £27,334 per annum
Hours of work: 37 hrs per week, All year round

Purpose of Job

To provide Administrative Support to the Academy.

Main Duties and Responsibilities

- To provide effective support to the Academy Operations Manager and the Central Administration team
- To operate and update Schools Information Management System (SIMS), where appropriate
- Maintenance of the Single Central Register for all Excelsior Academy staff and visitors
- Preparing and supporting with documentation for Academy Leaders
- Ensure all administration is completed in an accurate and timely manner, including recruitment and selection, maternity/paternity, sickness absence triggers
- Be a point of contact for staff queries throughout the Academy through the Every system
- Co-ordination and tracking of new starter induction and leavers processes across the Academy, including the probation period
- Assist the Central HR team with pre-employment checks
- Ensure all administration tasks related to payroll are completed in line with deadlines
- Assist with the maintenance of the Academy People records
- To support with cover as required within Main Reception
- To promote and implement the Equality Policy in all aspects of employment and service delivery
- The post holder will have responsibility for promoting and safeguarding the welfare of children and young people that they come into contact with

Other Duties

- Any other duties as may reasonably be requested by the Academy Operations Manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.



- The above is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required.