



Administration Team Co-ordinator

Candidate Information Pack

Going beyond what schools ordinarily do

Administration Team Co-ordinator

Post Details

The Kingston Academy seeks an experienced administrator to oversee the effective operation of Pupils Services in school.

Position:	Administration Team Co-ordinator
Scale:	F 15-24 £26,067 - £30,515 FTE £24,362 - £28,658 Pro rata
Commitment:	Permanent
Contract type:	42 weeks per year
Hours:	8am until 5pm daily
Commencement:	September 2020

Application Process

- Please visit the website and use the link to submit your application form.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Interview with Head Teacher & Operations and Business Development Manager.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Background to the school

The Kingston Academy is an ambitious new secondary school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has five year groups (7, 8, 9, 10 and 11) and will grow annually by one additional group, eventually to include a sixth form opening in September 2020.

The school received its first full Ofsted inspection in the summer of 2018 and was judged to be Outstanding in all categories:

'Since opening the school in September 2015, the headteacher has quickly established an ambitious culture which demands excellence for all'. 'Leaders have ensured that teaching, learning and assessment are outstanding'. Ofsted, June 2018

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events.

Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools, local organisations and in the local environment. The 'Going Beyond' element of the curriculum allows all pupils the time to enjoy a wide range of experiences and learning beyond the purely academic curriculum.

Admin Team Coordinator Job Description

Job Purpose:

To ensure the effective operation of all aspects of Pupil Services and to proactively support the development of an effective learning community through the efficient delivery of administrative services to meet the needs of every stakeholder.

POST TITLE:	Admin Team Coordinator
SALARY:	F 15-24 £26,067 - £30,515 FTE £24,362 - £28,658 Pro rata
HOURS:	40 hours a week (8-5)
WEEKS:	42 Weeks per year
CONTRACT TYPE:	Permanent
REPORTING TO:	Operations and Business Development Manager
RESPONSIBLE FOR:	Admin Personnel

MAIN PURPOSE OF JOB

To supervise a smooth running Administrative department, including reception and to ensure an efficient and effective service.

Duties and responsibilities

Organisation

1. Supervise the day-to-day work of the administrative function of the Lower and Upper school (Years 7 - 11).
2. Contribute towards the planning, development and organisation of the support service systems, procedures and policies
3. Manage, supervise, train and develop administrative staff as appropriate
4. Line manage Admin/Pupil Services Personnel, delegating appropriate tasks to meet the needs of the school.
5. Oversee administrative function to ensure effective delivery of administrative services
6. Ensure reception is run effectively and efficiently adhering to all safeguarding procedures to ensure compliance with school policies
7. Co-ordinate workload to ensure where colleagues are not working fulltime, support for HoY and Curriculum Leads is planned out.
8. Provide cover for Admin Personnel remits when absence
9. Co-ordinate the holiday rota for Admin personnel

Administration

1. Provide administrative support to the Senior Leadership team
2. Manage pupil data on MIS System for administrative purposes including
 - a. Preparing data collection for all pupils on an annual basis in line with data protection requirements including GDPR
 - b. Inputting collected data
 - c. Generating MIS system reports as required
 - d. Overseeing new cohort data entry as well as mid year joiners
3. Provide administrative support to a Year team including
 - a. Oversight of year calendar
 - b. Events
 - c. Awards
 - d. Trip admin

- d. Behaviour Watch reports on rewards and sanctions
 - e. Detention admin
4. Provide administrative support to curriculum departments as assigned
 5. Undertake the coordination of TKA Times weekly

Resources

1. Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
2. Manage office expenditure with an agreed budget
3. Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Responsibilities

1. Be committed to the safeguarding and promotion of the welfare of children and young people
2. Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection (GDPR), equal opportunities, reporting all concerns to an appropriate person
3. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
4. Contribute to the overall ethos/work/aims of the school
5. Establish constructive relationships and communication with all staff and other agencies/professional
6. Recognise own strengths and areas of expertise and use these to advise and support others
7. Participate in training and other learning activities and performance development as required
8. Develop an office team that delivers and meets the needs of the school
9. Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
10. Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems
11. Manage administrative staff performance and appraisal
12. Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
13. Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated from time to time to meet the needs of the service.
14. Undertake other duties as required in line with overall grading and purpose of the job.

Job Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) • Desirable - First Aid at Work
Experience	<ul style="list-style-type: none"> • Working in an office environment at senior level • Organising, leading and motivating other staff • Developing, managing and operating clerical/administrative and organisational systems • Managing staff • Analysing and evaluating data
Skills and knowledge	<ul style="list-style-type: none"> • Excellent attention to detail • Excellent literacy/numeracy skills • Competent use of IT packages including word processing, google suite and school MIS systems • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Ability to relate well to children and adults