



Job Description Academy Leadership Support Officer

Statement of Purpose

- To provide confidential clerical and administrative support to the Academy Principal, and Academy Leadership Team.
- To provide diary management to the Academy Principal and members of the Academy Leadership Team
- To co-ordinate the marketing of the academy.

Support for the Academy Principal

- Maintain a relevant filing system.
- To maintain a record of agendas and minutes for the weekly Leadership Team meetings.
- To attend meetings where appropriate, take notes, prepare and distribute these and place a copy on the staff room notice board.
- Make telephone calls for the Academy Principal, as requested, and take telephone messages in his/her absence.

Confidential Administration

- Undertake confidential administration.
- Sort and distribute mail for the Academy Principal
- Clerk Governing Body meetings

Organisational Support

- Undertake confidential and general typing and word-processing for the Academy Principal and other members of the Leadership Team e.g. staff references and appraisal forms.
- Undertake IT-based tasks including specifically examination administration
- Organising and arranging meetings.
 - Co-ordinating with attendees.
 - Arranging for room/s.
 - Co-ordinating arrivals.
 - Ensuring agenda, minutes and other appropriate documentation is available.
- May be required to manage and organise a significant event or administrative function in the academy

Marketing

- Act as point of contact for media and marketing purposes.
- Co-ordinate media contact and marketing of the academy e.g. press releases/radio/TV.
- Develop and maintain links with external media contacts.
- Desktop publishing of academy documentation.
- Co-ordinate the collection of information for the Academy Prospectus.



Support to the Safeguarding Team

- Attend safeguarding meetings.
- Prepare and send out agendas, liaising with the Academy Principal and Safeguarding team members as necessary.
- Take minutes, produce and circulate final versions.
- Produce, assemble and circulate all papers in advance of meetings.
- Maintain up-to-date safeguarding files, administrating of 'My Concern'.

Training and Course Bookings

- Maintain up-to-date training tracker.
- Arrange course bookings and renewals/refresher training as required

Liaison with External Agencies

- Acting as point of contact for all external agencies.
- Dealing with issues of a complex and confidential nature.

Resources

- Operate office equipment e.g. photocopier, computer.
- Assist with reception duties as required.

Support to Academy (this list is not exhaustive and should reflect the ethos of the academy)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the academy day.



Person Specification Academy Leadership Support Officer Level 3

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline • RSA 2/3 or equivalent qualification or experience in typing/word processing 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills, use of IT packages e.g. Excel, SIMS, Teachers2Parents etc • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding the roles of the academy and responsibilities and your own position within these. • Good organising, planning and prioritising skills • Methodical with a good attention to detail. • Good interpersonal skills. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • People focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I