



Senior Business Support Administrator

Excellent organisation, high quality support, data integrity

Main Purpose of the Role

- The organisation of cover arrangements for teaching staff absences
- To support the Exams Officer in the organisation of internal and external exams
- To take responsibility for providing administration for Sixth Form Admissions
- Provide administrative support for Year 7 transition
- General administration support across the school

Key Responsibilities

- Coordinate staff absences, room changes and lessons requiring cover, ensuring that suitably qualified and trained staff are available to provide cover in a timely manner.
- Maintain accurate records of planned and unplanned staff absences, including the deployment of external cover staff.
- Maintain accurate records of external cover staff to facilitate the processing of payments.
- Provide administrative and organisational support for internal and external examinations, the school admissions test and in-year assessments.
- Provide administrative support for sixth form admissions, working alongside the Head of Sixth Form.

- Coordinate the administrative arrangements for Year 7 transition, in collaboration with the Head of Main School and the Year 7 transition team.
- Undertake general administrative duties, including the preparation of bulletins and briefing meeting minutes.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

Person Specification

Assessed by Application (A), Interview (I), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	• GCSE English and Maths at Grade C or 4, or above.	✓		A, I
Qualifications	• Experience of working in a secondary school. • Experience of building relationships with young people. • Experience of dealing with parents of students.		✓	A, I, R
Experience	• Experience of dealing with external agencies/customers.	✓		A, I, R
Experience	• Working in a busy office administration role		✓	A, I, R
Skills & Knowledge	• Positive attitude to personal development	✓		A, I
Personal Skills & Attributes	• Honesty. • Excellent interpersonal and communication skills. • Ability to develop relationships across all aspects of the school community. • Good record of attendance and punctuality • Ability to work as part of a team. • Adaptability.	✓		A, I, R