

## Job Description

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**Job title:** Administrator (Apprentice)  
**Reports to:** PA to Principal / Admissions Manager  
**Location:** Snowfields Academy

### Job Purpose

Our administrator will be supporting our team with EHCP admissions. This is a very busy role and duties will vary day-to-day, but our successful candidate will ultimately be responsible for;

- Supporting Admissions Manager with student consultations and admissions process.
- Organise and manage tour dates across all colleges
- Record new admission consultations from the Local Authority and advise Admissions Manager of new consultations
- Liaise with other schools to set up visits
- Where placements are challenged, offer administrative support to the tribunal process alongside Admissions Manager
- Maintain information centrally relating to new student EHCPs
- Cover the Reception staff for breaks and any absence, and assist if necessary during peak times
- Assist the office team with various administrative duties.

### Key requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record

The key tasks outlined above are generic to the role of Administrator. In addition, you will be expected to undertake the specific tasks as outlined by your Line Manager.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and

grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as directed.