



## Job Description

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**Job title:** College Administrator  
**Reports to:** Head of College (Vice Principal)  
**Location:** The Hundred of Hoo Academy

### Key responsibilities

- Undertake specific areas of responsibility, as allocated by the Head of College,
- Student filing
- Assisting the College team with student attendance via our MIS system (Bromcom)
- Placing orders for stationery for the College teams
- Maintaining the college calendar
- Present a professional, welcoming service, greeting all visitors and academy staff
- Ensure the office area is manned at all times
- Act as a gatekeeper for the office and leadership team
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff/pigeon holes in a timely manner
- Book meeting rooms when necessary
- Liaise effectively with all site staff including cleaning and catering personnel to ensure the offices and common areas of the school building are maintained to a high standard
- Liaise with the finance team
- Assist the college teams with various administrative duties including photocopying, scanning, shredding and filing
- Monitor office supplies and place orders where necessary
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
- Establish good working relationships with all academy staff and key Trust staff
- Comply with Health and Safety Regulations

### Key requirements

- Grade A\*- C in Maths and English
- 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

### 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/business unit at the reasonable discretion of the Principal/Director. 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 set out in the foregoing.