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**JOB DESCRIPTION**

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| **JOB TITLE:****GRADE:** | Academy Operations & Sims AdministratorScale Point 5-7 £19,312-£20,092 FTE37 hours per week 5 Inset Days + 1 Week |
|  | E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. |
| **PURPOSE OF JOB** Be the responsible person for the Academy based operations working with the regional team in ensuring the key performance indicators of the operational service level agreements are met.  |
| **Line managed by**: Headteacher **Line managing**: N/A |
| **KEY RESPONSIBILITIES** Responsible for ensuring a professional, effective and efficient office and reception service is in place. |
| **MAIN ACTIVITIES*** To provide operational support in the academy to meet regional targets.
* Assist academy staff with all operational queries and work with the key members of the regional operations team to ensure compliance and outstanding service delivery.
* To maintain up to date information of the Single Central Record
* Be responsible for Academy staff training and update academy training log as and when required
* Be responsible for all aspects of cash handling ensuring banking is completed weekly, clear audit trails are in place and banking receipts are sent to the central finance team.
* Be responsible for Dinner Money – Ensure dinner arrears do not exceed the agreed level, liaise with parents and set up payment plans if required to support work already put in place by Academy receptionists.
* To support the Academy receptionist with their day to day role, you are responsible for ensuring that orders are checked off on the day of receipt and distributed to the requisitioner daily.
* Pupil Admissions – To keep an up to date log of available spaces and liaise with the LA to maintain up to date records, all new starter paperwork to be made available for new families, record new statistical information onto the SIMs database
* Pupil leavers – To ensure all leavers are processed correctly via SIMs and S2S and all records are sent to the new school and CTF completed.
* All SIMs input to include Data collection sheets once or twice a year, receiving and passing on of CTF’s
* Management of all Census returns - school and workforce
* Assessment Manager – Create mark sheets, input data from Ks1 and KS2 SATs, Year 1 phonics and any other data that requires submission
* End of year procedures – Setting up new academic year, setting pastoral structure for the year and ensuring pupils are promoted to their new class
* Use database to maintain records for FSM and update SIMs accordingly
* Provide office cover as and when needed
* Nursery Places - Where necessary keep a register and issue places via letter whether AM or PM, collate acceptances when received and pass to the nursery teacher to organise home visits
* To liaise and inform AbsenceSW@E-ACT.org.uk of staff absences.
* Distribute and file all personnel correspondence on behalf of the Regional People’s Development Officer ensuring employee files are kept up to date.
* To work alongside the Regional People’s Development Officer to ensure compliance of the recruitment process within the Academy.
* Ensure all governance documents are completed by Academy staff annually.
* To support the regional team with the collation of information as and when required.
* To provide effective clerical support to the agreed procedural standards to ensure the smooth running of the teams workload through: Filing, photocopying, reception desk cover (if needed), word processing/excel/office 36

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| **Additional duties:*** Comply with and assist Academy colleagues with compliance of policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the Academy
* Develop constructive relationships and communicate with other agencies/professionals
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection
* To undertake any other duties appropriate to the grade of the post as requested by the line manager.

**General Accountabilities:*** Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
* Work in compliance with the Code of Conduct, Regulations and policies of E-ACT and its commitment to equal opportunities
* Ensure that output and quality of work is of a high standard and complies with current legislation/standards
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