



JOB DESCRIPTION
Administration support
IT, Communication and CENMAC
Services
Part Time – 3 days (12 hours)



Responsible to Head of Service

Purpose of Job

- To work as a member of the Charlton Park Academy Administration Team. To provide high quality Administrative support for IT, Communication and CENMAC as part of the Academy.
- To provide administrative and clerical support to the advisory team and to work effectively with the required administrative, to maintain the smooth operation of the CENMAC outreach service.
- To provide the administrative support to maintain and keep updated all software packages as required for teaching and learning.
- To support the upgrading and developments of the above services by directed administrative tasks.

Key Responsibilities

Administration:

- Ensure information on central SharePoint and other data sites are kept up to date and appropriately displayed.
- Reports on related data are collated as requested.
- Provide administrative and organisational support to the Head of service and Advisory team. Preparing resources, scanning documents for central files and following up on appointments.
- Undertake typing and word-processing and IT based tasks to support the effective running of the service.
- Manage and maintain manual and computerised record/information systems. In particular manage the administrative tasks involved with the new referral process and follow up on waiting lists to ensure we maximise the potential services.
- To coordinate monthly staff meetings and minute take for these.
- To provide the administrative support for CENMAC events and training days. Manage the attendees list from Eventbrite. This may include catering, printing and resourcing, purchasing, registrations and emailing contacts.
- To support the updating of social media and website.
- To be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Meet deadlines as agreed within team.
- Carry out any other work as appropriate to the level and general nature of the duties of the post.
- To support the implementation of new data systems and the archiving of material.
- To oversee and manage the administrative logins for key software packages – Wikis, Education City, Espresso, Twinkl and any others as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.



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Assistive Technology in Education

Data Protection

- To be aware of the Academy's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems.
- To maintain student records and archive systems in accordance with departmental procedure, policy and statutory requirements of Charlton Park Academy, the local authorities, schools and clients.

Confidentiality

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health & Safety:

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to appropriate departments.

Commitment to Diversity

As a member of the administration team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.

To contribute as an effective and collaborative member of the Academy team:

- To participate in training and to be able to demonstrate competence
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the Academy.
- Supporting customer focus, best value and electronic management of processes.
- Actively sharing feedback of Academy policies and interventions.
- Undertake all other duties commensurate with the post.