

Academic Administrator Job Description

Department:	Academic
Reporting to:	Deputy Head Academic
Hours:	Full time, Term Time plus
Location:	Cranleigh Senior (with the potential for limited hybrid working)
Contract type:	Permanent
Benefits	○ Aviva Pension with 8% employer and 4% employee contribution. ○ Life assurance of 3 times annual base salary. ○ Fee discount for eligible children (subject to availability) ○ Membership and use of the school's sports facilities including gym, squash, tennis, swimming pool and 9-hole golf course. ○ Free lunches during term time. ○ Onsite parking. ○ Cycle to work scheme. ○ Employee assistance scheme

Job Summary

Executive Support for Deputy Head Academic (DHA)

- **EA & Secretarial Support:** Provide high-level, confidential administrative, secretarial, and clerical support across all aspects of the DHA's work, including complex diary management, correspondence, and academic letter writing.
- **Meeting Administration:** Support Heads of Department (HoDs) and Whole-School Academic Committee meetings by preparing agendas, coordinating papers, attending to take accurate minutes, and publishing action points promptly.

- **Pupil Voice & Academic Council:** Coordinate the processes for an Academic Council and academic pupil voice focus groups, including calendar entries, booking venues, and taking minutes.
- **General SMT Support:** Carry out other reasonable administrative duties for other academic Senior Management Team (SMT) members as required by the DHA.

Systems Thinking to support institutional goals

- **Optimise workflows:** Design and refine administrative systems, communication channels, and documentation processes to improve efficiency and heighten the impact of academic initiatives.
- **Lesson Observation & Work Scrutiny Tracking:** Design, oversee and maintain the master tracking system for lesson observations, learning walks, and work scrutinies and accompanying documentation, across the school year.
- **Departmental Reviews & Appraisals:** Manage the administrative framework for annual departmental reviews and assist with the administrative tracking, log maintenance, and documentation for the departmental reviews and the probationary processes.
- **Spreadsheet management:** Build, manage and maintain data systems and spreadsheets to support the academic work of the school, at the request of the DHA.
- **Support for strategic initiatives:** support the DHA in delivering the school's academic strategy through effective systems thinking.

Data Management & Academic Operations

- **Daily Cover Management:** Manage planned and emergency daily cover for teaching staff absences, maintaining cover registers and usage reporting.
- **Support for the Director of Studies:** Support the work of the Director of Studies during busy periods where required.
- **Curriculum List & Registers:** Maintain the central Curriculum List (programmes of study, SEND, and Scholars' registers) as the go-to for teaching staff and HoDs.
- **New Pupil Results Collation:** Collate incoming academic data and external exam results for all new pupils joining the school, in conjunction with Admissions and relevant Heads of Year.
- **iSAMS Academic Extras:** Input academic extras onto pupil and staff timetables (e.g., Learning Support / EAL support).
- **Room & Set Allocations:** Act as the central point of contact for room allocation requests, and support the Director of Studies and exams team with re-rooming for exams or special events via iSAMS.

Assessment, Progress & Academic Tracking

- **Exam Timetabling & Logistics:** Support the DHA and Director of Studies with the coordination of internal examinations.
- **Rewards and sanctions:** Support the Heads of Years in their tracking of rewards, sanctions, and the termly awards for final assembly.
- **Diploma Portal Oversight:** Monitor, audit, and manage student submissions on the Diploma portal, tracking completion rates and providing progress and compliance reports directly to the DHA and other stakeholders.
- **Parents Meetings:** Organise the logistics for parents meetings, and administer online booking platforms (e.g., SchoolCloud) in support for Heads of Year.
- **Briefing Pack Preparation:** Prepare comprehensive briefing packs for individual pupil or parent meetings regarding academic performance and progress for DHA and Heads of Year.

Compliance & Governance

- **Policy Review & Governance:** Maintain the master policy log to track, update, and schedule review cycles for all academic policy documents.

- **Inspection Preparedness Portfolio:** Collate, organize, and maintain the DHA's ISI inspection evidence portfolio (curriculum documentation, work scrutinies, departmental handbooks, and compliance evidence).
- **Digital Archiving & GDPR Records:** Organise and maintain logical electronic filing systems and shared drives for the academic team, ensuring full GDPR compliance and secure record-keeping.

Publications, Communications & Curriculum

- **Academic Publications:** Collate, edit, proofread, and format formal academic publications, handbooks and newsletters to maintain a consistent corporate aesthetic.
- **Academic Bulletins & Information:** Oversee the academic calendar and draft a weekly staff academic bulletin, and prepare contributions to the parent newsletter.
- **Staff Training Records:** Maintain accurate records of academic staff professional development (CPD) and update the training section of the staff portal.

Person Specification	
Essential Criteria	● Ability to prioritise, work methodically and remain calm under pressure. ● Experience of an administrative or support role handling data tracking, routine communications and day to day administration. ● Advanced IT skills. ● Proven data management skills. ● Strong organisational skills with an eye for detail. ● Flexible and adaptable. ● Approachable and friendly. ● To be comfortable working alone and in a team. ● Good communication and interpersonal skills.
Desirable Criteria	● Familiarity with the Google package. ● Familiarity with iSAMS ● Experience providing support in a school setting ● Familiarity using school management systems ● Experienced with operational improvements within a school context.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.