

CANDIDATE PACK

School Administrator



Start date:
ASAP

Location:
Church Road,
Crowborough
TN6 1BN

About Us

Acre Wood is a specialist school for pupils and students aged 4-19 with a wide range of special education needs, including Profound and Multiple learning Difficulties (PMLD), Severe Learning Difficulties (SLD) and Autistic Spectrum Disorder (ASD). It is set across three sites (primary, secondary and sixth form) located closely together in Crowborough, East Sussex.

Our school benefits from the regular support of Speech and Language Therapists, Physiotherapy services and Occupational Therapists provided by the Children's Integrated Therapy and equipment Service (CITEs) within Kent NHS and commissioned by the Local Authority. We also have, as part of our team, a Special Schools Nursing Sister from East Sussex Healthcare NHS Trust who supports the health and wellbeing of our students.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Working together to create an environment in a secure, stimulating atmosphere. Promoting independence where self-esteem and mutual respect are fostered and effort and achievement celebrated in the pursuit of excellence.

Values

Community

Respect

Curiosity

Perseverance

Ambition

Kindness



Job Description

Job title: School Administrator

Salary: H13 on the LSEAT Harmonised pay scale

Contractual Hours: 35 hours, TTO

Position Status: Permanent

Reporting to: School Business Manager

About our Vacancy:

The School Administrator is responsible for the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.



Under new Leadership and part of the hugely successful London South East Academies Trust, Acre Wood Academy are recruiting for a committed, empathetic and collaborative teaching assistants to work within the Primary or Secondary Phase.

This is a fantastic opportunity to join Acre Wood and be part of their future success story. Acre Wood is a specialist school for pupils aged 4-19 with a wide range of special education needs, including Profound and Multiple learning Difficulties (PMLD), Severe Learning Difficulties (SLD) and Autistic Spectrum Disorder (ASD). The school is set across three sites (primary, secondary and sixth form) located closely together in Crowborough, East Sussex.

Job Description

General administration

- Update manual and computerised record and information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Supervise and coordinate admin staff in the school office.



Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

Reception

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Undertake DSL training and support the Safeguarding Team with confidential administration of safeguarding concerns.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Finance

- Enter data into the school's finance systems and produce reports as necessary
- Place orders as requested, ensuring correct purchasing processes are followed.
- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the school's procedures
- Check deliveries are complete and correct, organizing returns as required.

Other areas of responsibility

- Oversee the organisation of EHCP Annual Review process, ensuring relevant documentation are processed in accordance with specified time scales.
- Oversee the day to day operational management of the ICT infrastructure and report any issues with the school's IT systems.
- Read and follow the relevant school policies
- Undertake training required to develop in the role

General Requirements:

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

Person Specification

Qualifications and training	• First aid (3 day course) - training provided • Designated Safeguarding Lead Training
Skills and Knowledge	• Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Experience	• Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team

Person Specification

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

