

# The Royal Alexandra and Albert School

## Achievement, Standards & Inclusion

### Administrator Job Description

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<b>Job Title:</b>	ASI Administrator
<b>Contract type:</b>	Permanent
<b>Working hours:</b>	8am – 4.35 pm Monday – Friday, 40.4 hours per week, 35 weeks per year (term time plus 2 days INSET)
<b>Reporting to:</b>	Deputy Headteacher: Achievement, Standards & Inclusion

#### The Role

To support the Achievement, Standards & Inclusion (ASI) Team to deliver exceptional standards and achieve critical school improvement outcomes.

#### Key Responsibilities

- **Support for Senior Leadership:**  
Assist the Deputy Head (ASI) and Directors of Standards in operational planning, including the management of schedules and key administrative processes to ensure smooth day-to-day functioning.
- **Data Management & Engagement Analysis:**  
Develop and maintain systems for analysing student and parent engagement in school activities, using data-driven insights to inform strategies for improvement.
- **Stakeholder Survey Oversight:**  
Oversee the administration and completion of ASI stakeholder surveys (e.g. PASS), ensuring timely analysis and dissemination of findings to relevant stakeholders to guide pastoral support.
- **Event Management:**  
Lead the operational delivery of the Year 11 Prom and other key school events, ensuring they are executed to a high standard. Organise key transition events, drawing on research and stakeholder feedback to inform planning and delivery.
- **Parent Engagement & Progress Events:**  
Manage the planning and execution of progress evenings and other key parent events throughout the year, ensuring effective communication and engagement.
- **Internal Communication:**  
Provide support in communicating relevant information to colleagues regarding the roles of the Deputy Head (ASI) and Director of Standards, ensuring clarity and alignment in messaging.
- **External Communication:**  
Oversee the collation and distribution of weekly staff and parent communication. Complete the



Ambition



Courage



Integrity



Respect

weekly newsletter sent to students and parents. Support Director of Communications & Operations on strategy and implementation

- **Student Progress Reviews:**

Assist the Director of Standards in the organisation and execution of student progress reviews, ensuring accurate tracking and timely interventions.

- **Rewards & Behaviour Policy Support:**

Support the ASI team to ensure the effective implementation of the school's Rewards & Behaviour policy, supporting a positive and consistent school environment.

- **Stakeholder Communication Development:**

Contribute to the enhancement of communication strategies with key stakeholders, ensuring clear, consistent, and professional messaging that fosters strong relationships across the school community.

### Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.



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## Person Specification:

Criteria	Essential	Desirable
Experience, knowledge and skills	<ul style="list-style-type: none"> <li>• Display high standards of customer service while managing multiple tasks under pressure.</li> <li>• IT competent, capable of researching and implementing new electronic systems or improving existing processes.</li> <li>• Proficiency in Microsoft Office applications and a willingness to learn and adapt to Google Workspace tools.</li> <li>• Strong organisational skills with attention to detail to ensure accuracy and efficiency.</li> <li>• Experience in coordinating and managing school events or administrative processes, including data handling and communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a school environment or educational setting.</li> <li>• Familiarity with data analysis tools to support student progress and engagement tracking.</li> <li>• Event management experience, particularly involving diverse groups of stakeholders.</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Self-starter with the ability to work independently and collaboratively.</li> <li>• Confident in challenging existing systems and processes, proposing innovative solutions.</li> <li>• Champion of continuous improvement, particularly in redesigning and streamlining processes.</li> <li>• Excellent interpersonal skills, maintaining professionalism in communication with diverse stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated passion for enhancing stakeholder communication and engagement.</li> <li>• Adaptability to manage varied tasks and priorities in a dynamic environment.</li> </ul>

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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