



NAME AND ROLE:

Jo Richards
Administration Manager

MAIN RESPONSIBILITIES:

Management of the school office and support staff, administrative systems, pupil information and personnel issues.
PA support for the Head of School and SLT.
To support the progress of the SDP (School Development Plan).

ON A DAY-TO-DAY BASIS I.....

Support the Head of School and SLT.
Ensure specific day-to-day functions of the school run smoothly.
Ensure parents and visitors receive a professional welcome to the school.
Ensure safeguarding is maintained for visitors and staff.
Ensure administrative systems develop to support the changing needs of the school.
Liaise with the wider Eden Academy community.

EXPERIENCE TO DATE:

17 years in retail buying, marketing and branding.
4 years as Operations Manager for a children's activity business.
Joined the Eden Academy in December 2014 for final preparations before the school's opening in January 2015.