

Job description

Post Title:	Administrative/Trips and Visits Assistant	
The core professional duty of all support staff at Felixstowe Academy is to support teaching staff – through easing the administrative burden - in order that they may concentrate on improving teaching and learning. The main purposes of the job are outlined below.		
Core Purpose:		Working as part of the Administrative team: a) To be responsible for the administration of Visits and Trips as directed by the Business Manager across the Academy b) To provide a general clerical administrative support service to the Academy
Responsible to:		Principal’s PA/Office Manager
Area of Accountability 1:		
To be responsible for the administration of Visits and Trips as directed by the Business Manager across the Academy - (Related to Core Purpose a)		
<ul style="list-style-type: none">• Process blue forms once received onto Evolve;• Offer support to staff leading trips in processing of information required;• Feedback any concerns from Evolve processing to Business Manager and Lead staff member for the trip or visit;• Make relevant bookings of transport with approved companies;• Ensure secure collection of all travel documentation for students and staff are logged and stored in accordance with Academy policy.		
Area of Accountability 2:		
To provide a general clerical and administrative support service to the Academy. (Related to Core Purpose b)		
<ul style="list-style-type: none">• Look after sick or injured students in accordance with school policy and procedure so that the Academy’s responsibilities are fulfilled in a caring a professional manner;• Provide support to teaching staff as requested by the Principal's PA/Office Manager to help minimise the administrative workload as effectively as possible within the time available;• Give assistance to parents/carers that contact the Academy with day-to-day queries and problems, either by giving information or passing on queries to the appropriate member of staff;• Provide back-up assistance to the other members of the Administration team in the		

School Office, including Student Services;

- Support the Data team during busy periods of data collection, as required;
- Lunchtime Student Services cover.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Formal Qualifications

Essential: Recognized keyboarding qualification

Desirable: Educated to GCE 'A' Level
First Aid Trained

Background / Experience

Essential: Previous experience in a hectic, open plan office environment
Good Computer literacy

Desirable: Experience with the SIMS computer system
Experience of working within an educational environment

Other Qualities:

Essential: Excellent interpersonal skills; the ability to communicate effectively at all levels
Good organisational skills
Professional, flexible and tenacious approach to work
Ability to cope with constant interruptions
Ability to multi-task effectively
Genuine desire to help others combined with a firm approach where necessary
Calm and methodical approach to work with good attention to detail

Desirable: Willingness to adapt to change and learn new skills