

Job Description

Post: Administration Assistant

Purpose

To challenge educational and social disadvantage by providing administrative support to the academy in order to achieve the highest standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Provide effective administration support to the academy, including: completing standard forms; responding to routine correspondence; typing and word processing; sorting and distributing internal / external mail and emails; maintaining manual and computerised records / management information systems; reprographics tasks including photocopying, binding, laminating and distribution of materials.
- Undertake reception duties including operating the academy switchboard providing first class customer service to all callers / visitors.
- Ensure all visitors follow the correct procedures and are dealt with in a professional and welcoming manner.
- Use the academy text messaging service to communicate with parents and staff as required.
- Support teaching staff with administration tasks, such as labels, mail merge, newsflash, letters etc
- Deal with pupil enquiries, providing advice and guidance on routine matters.
- Provide a caring, efficient and responsive First Aid service to students, staff and visitors as a named First Aider.
- Maintain effective and efficient manual and electronic filing systems to ensure compliance with GDPR regulations.
- Operate relevant ICT packages / information systems; for example, MS Office including Word, Excel and Outlook and the internet.
- Support the organisation of events such as parents' evenings, recruitment days by offering a friendly and professional admin support / front of house service.
- Participate in the Trust coaching process.
- Engage fully in the Trust appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's goals and improvement plan.
- Attend meetings / training, carry out administrative tasks and duties as specified on the Trust calendar.
- Consistently implement all Trust policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a named person.
- Carry out any other reasonable duties as requested by the Executive.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.