ADMINISTRATION ASSISTANT

JOB DESCRIPTION

THE POST

The purpose of the post is to work across the Federation as directed, contributing towards the smooth running of administration.

SUMMARY OF MAIN DUTIES

* Support colleagues in administrative tasks.
* Complete work to a high standard.
* Ensure that the Federation is professional in all its dealings with key stakeholders (students, staff, parents, governors and visitors).
* Competently use office equipment and software, including school-specific software.
* Prioritise workload to provide effective management of Federation administration.
* Deputise for colleagues when required.
* Assist with general administrative tasks as reasonably requested by line manager.
* Sort internal and external post, including franking and distribution.
* Maintain records, meeting minutes and files.
* Photocopy, distribute and file digital and paper documents as appropriate.
* Draft and type correspondence, including copy typing of documents.
* Create documents from mail merges.
* Receive enquiries and messages, dealing with all internal and external communication effectively and efficiently in a confidential manner.
* Carry out Reception duties.
* Assist colleagues with the preparation of reports or plans.
* Assist colleagues in the monitoring, assessment and recording of students’ progress and achievement.
* Assist in the administration, organisation and delivery of Federation projects and events (may include some out-of-hours work).
* Communicate with parents and outside agencies as necessary.
* Take accurate notes at meetings and distribute as required.
* Liaise between different departments, passing messages on behalf of colleagues.
* Maintain stock levels of stationery supplies, raising orders as required.

FEDERATION

* Support the vision and ethos of the Federation.
* Set a good example in terms of dress, punctuality and attendance.
* Implement and uphold Federation policies.
* Uphold routines for learning and uniform.
* Contribute to monitoring and evaluating the success of the Federation.
* To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.

SAFEGUARDING, HEALTH AND SAFETY

* All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation.

OTHER DUTIES

* This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.
* Any other reasonable duties as requested by the Executive Principal.

PERSON SPECIFICATION

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| ESSENTIAL | DESIRABLE | EVIDENCE |
| COMMITMENT  A clear recognition of and commitment to all our aims as a high performing Federation  Smart business dress is essential. The Federation has a dress code. | Evidence of the commitment to education | Letter of application  Portfolio of work (where appropriate)  Interviews |
| QUALIFICATIONS A good basic level of education with at least 5 GCSEs at A\*-C including English and Mathematics. | Evidence of an interest in continued training | Application form |
| EXPERIENCE Evidence of successfully working as part of a team.  Ability to work accurately and to specific timescales.  Ability to use Microsoft Office products including Excel and Word. | Experience of working in an office environment | Interviews  References  Portfolio of work  Letter of application |
| STAFF DEVELOPMENT An understanding of the importance of training.  A proven desire to improve, with recent evidence of certified professional development. | Evidence of further training and / or qualifications. | College forms  Letter of application  Interviews |
| RELATIONSHIPS An ability to work with our students.  Good listening skills, the ability to communicate effectively and to work as part of a team with staff, College members, parents and members of the local community.  Willingness to work flexibly. |  | References  Interviews  Letter of application |