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| Trinity Academy HalifaxJob Description |  |
| Job Title:  | Administration Assistant |  |
| Job Scale:  | Scale 1c - 2 (Point 9-13)  |  |

**BASIC JOB PURPOSE**

* To work as part of the administration and general office team to deliver a high quality administration service for students, staff and visitors to the academy.
* To support the administration team to undertake, and carry out general administration tasks.
* To support an efficient and effective reprographics service
* To deal with telephone calls and general post, to ensure a professional and efficient service is provided by the administration team.
* To undertake, and carry out, work to a high and safe standard to contribute to the smooth and safe running of administration functions.

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| **Reporting to:**  | Administration Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | Work as part of the general office team to assist with administration tasks, as directed. |
| **2** | Undertake reception duties, including answering the telephone, dealing with visitors, parent and student enquiries, ensuring that safety and security is maintained.  |
| **3** | Support the reprographics service, by designing materials and producing resources, to a high standard. This includes scanning, laminating, binding and arranging maintenance of the machines.  |
| **4** | Arrange and monitor stationery orders. |
| **5** | Deal with enquiries from students and staff, taking messages and ensuring that messages from parents and colleagues are communicated in a timely manner and to report to the Administration Manager, any problems that may arise from customer dissatisfaction. |
| **6** | To input data, or collate information accurately.  |
| **7** | To prioritise workloads to ensure that requests are completed on time.  |
| **8** | Assist with general office duties including producing mail merges, and other corespondence. |
| **9** | To support Student Services, and deal with queries from students.  |
| **10** | To be available, if required, for emergency mailings, short notice communications to parents and staff.  |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Administration Assistant**  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * a good standard of education including English and Maths
* administration or office experience
 | * At least 5 or more GCSE’s including English and Maths at grade C or above (or equivalent)
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| **Knowledge & Understanding** | * knowledge of office and administration skills
* knowledge of MS Office, including Word, Excel, Publisher and PowerPoint
 | * understanding of Safeguarding and Child Protection issues.
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| **Skills & Abilities** | * IT skills
* work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* able to accurately input information onto databases
* able to organise, plan and complete tasks
* able to work in a school environment, around children and young people
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * willingness to develop own understanding through advice and training
* think clearly in emergency situations
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| **Personal Qualities** | * an excellent record of attendance and punctuality
* prioritise and manage own time effectively
 | * reliability, integrity and stamina
* respect confidentiality
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