

Job title: Admin Assistant
Reports to: Business Manager
Hours: 30 hours per week, term time only

Statement of Purpose

Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school, and to assist with the planning and development of support services.

Support to Pupils, Parents and the Community

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.

Support to Other Staff

- Contribute to the organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.
- Allocate work as appropriate to role to any volunteer helpers.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.

Support Financial Management

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Undertake the administration of Payroll systems.
- Manage expenditure within an agreed budget.

Support Organisational Management

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake administration of complex procedures.

- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DCSF.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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/Group/Chief Executive
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. Postholder 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

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems. • Supervisory experience. • Financial acumen. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline. 	AF
Knowledge/Skills <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to direct other adults. 	AF/I

Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF -Application form

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Interview