**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title: Administration Assistant** | **Salary Range: GR2** |
| **Accountable to: Office Manager** |  |

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Executive Headteachers and Directors.

**Job Purpose**

We are currently seeking an Administration Assistant to join our team currently made up of hardworking and friendly staff. The school is seeking an individual who will demonstrate commitment to upholding the school values including dedication and team work as you may be required to assist others where needed when important deadlines are to be met.

This position is permanent. Previous school experience is desirable but not essential. You are the face of the school and the first person staff and visitors see. Therefore you must be of very smart appearance and professional at all times.

**The role will involve**

* Reception and front of house duties.
* Maintaining the reception area, ensuring that it is clean, tidy and welcoming.
* Taking and receiving daily deliveries, sorting and liaising with Site team to deliver to areas in the school.
* Receiving daily post and emails and forwarding appropriately, including the generation and processing of whole school mailings when required.
* Snapshot administration.
* Seclusion administration.
* General filing.
* Maintenance of the staff list.
* Sending of text messages when required.
* Dealing with general enquiries and monitoring all visitors to the school adhering to the signing in and out procedures.
* To determine an appropriate first response to enquiries from pupils, parents  
  and visitors. Running the staff signing in and out system (fire regulations)
* Other administrative duties as reasonably directed.
* Ensuring all tasks are completed effectively and in a timely manner.
* Any other duties as deemed necessary by the Business Manager or Office Manager.

**Experience, Knowledge & Understanding**

* Be proficient in Microsoft Office programmes such as Word and Excel.
* Have an excellent telephone manner.
* Experience in administration in an office or school setting is desirable but not essential.
* Understanding of how to provide excellent customer service.

**Skills**

* Good oral and written communication skills are essential. Basic IT skills are essential.
* Time management and the ability to prioritise and manage workload effectively in a fast paced environment.
* Ability to build relationships at all levels within our business, be friendly and confident with a smart appearance.
* Ability to stay calm but work under pressure and able to meet deadlines.
* Ability to understand and follow policies and procedures.
* Ability to work as part of a team.
* Ability to deal consistently with a wide range of people i.e. students, teachers and support staff.
* Ability to use initiative and common sense.
* Flexible approach to duties.
* Reliability and punctuality.

**Qualifications**

* GCSE grade C and above in Maths and English is desirable

**A Commitment to;**

* An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and Safety, confidentiality and Data Protection.
* Contributing to school life and building effective relationships with all members of the school community.
* Undertaking professional development relevant to the post.
* Developing professional skills and knowledge through induction and continuing professional development.

Duties include but are not limited to:

* Ad Hoc duties include supporting school trips, events held at school outside core hours of working e.g. open evenings