



JOB DESCRIPTION

Academy : Beacon Academy

Job Title : Administration Assistant

Responsible To : Business Manager

**Key Relationships/
Liaison with** : Children, parents, colleagues, visitors, external agencies

Job Purpose : To provide confidential, effective, efficient and flexible administrative support to the academy, its associates, external agencies, parents, staff and pupils, with minimal supervision, ensuring the safety of pupils throughout.

MAIN DUTIES AND RESPONSIBILITIES:

Reception:

- Provide a professional and knowledgeable reception service, resolving queries within areas of responsibility to parents / children and members of the public both in person and via the telephone, in line with strict safeguarding procedures;
- Responsible for ensuring all visitors sign in and are handed the appropriate visitor lanyard, taking into account their DBS information as necessary. Also reminding them to sign out on departure;
- Assist colleague in the daily checking of the school's e-mail;
- Send accurate text and e-mail messages to parents and staff, where necessary.

Clerical:

- Be efficient and accurate in ensuring children's attendance marks and dinner options are recorded on time and in the absence of the Administration Officer, chase any unexplained absences by text/phone, by 10:30;
- Produce a range of documents from a variety of sources, using various software packages (e.g. Management Information Systems (MIS), Excel, Publisher and Word);
- Responds to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information;
- Be thorough in filing documentations, after familiarisation with filing systems, in accordance with file location;
- Ensures daily despatch of outgoing post;
- Promptly and accurately input and maintain children's information within the appropriate MIS, and/or spreadsheets, extracting information as directed;
- Organise the collation and timely e-mailed distribution of the weekly bulletin to parents, by liaising with Senior Leadership Team regarding

relevant weekly information;

- Ensure current, up-to-date information is readily available for parents, visitors and staff and hand out where appropriate;
- Provide information and complete returns to the LA, Academy Trust and academy management as required;

Finance:

- Co-ordinate special dining days, e.g. Christmas, Roast Dinner Day, liaising with the Catering Manager;
- Responsible for cash handling including, but not limited to, receiving and accurately recording payments e.g. dinner money, trip money, club bookings and lettings and issuing receipts;
- Responsible for the weekly banking duties;
- Responsible for the organisation and administration of Breakfast Club and Afterschool Club; bookings / payments / registers etc, using ParentPay where applicable;
- Be responsible for chasing any outstanding debt with parents, whether dinners, trips, residential or clubs etc.

Welfare:

- Liaise with the NHS regarding national programmes such as annual school immunisations, height and weight, etc and organise accordingly;
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters;
- Adhere to the academy's Safeguarding and Child Protection Policy and Procedures at all times;
- Carry out duties placed on staff by Health and Safety legislation;
- Adhere to all Health and Safety policies agreed by the academy's Management Board.

General:

- Operation and maintenance of office equipment, e.g. telephones, walkie talkies, photocopiers, printers and fax;
- Offer support in providing and organising refreshments for meetings;
- Through teamwork, assist Administration Officer / colleague where appropriate;
- Be prepared to undertake professional development and training including whole academy INSET;
- 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;
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher;
- 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;

- After suitable training, undertake routine risk assessments of all aspects of responsibilities cover in the job description.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced Level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Academies Enterprise Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

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.

Signed :

Date :

Academy: Beacon Academy

Job Title: Administration Assistant

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good general standard of education.	✓		App/Doc
Attended SIMS training.		✓	Doc
ICT qualifications, e.g. word processing.		✓	Doc
<u>Experience</u>			
Previous working in a school setting.		✓	App/Ref
Use of ICT applications relevant to the post, i.e. Word, Excel, Access, Power Point, Publisher.	✓		Test
Experience of working in a reception and operating a switchboard.		✓	
Experience of dealing with queries from parents, children and the public.	✓		App
<u>Knowledge</u>			
Understanding the importance of keeping children safe in education.	✓		App/Int
Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.	✓		Int
Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post.		✓	
<u>Skills/Attributes</u>			
Word processing and ICT skills – able to use a range of database and software packages.	✓		App/Int

	Essential	Desirable	How assessed
Literate – a high level of accuracy and excellent standard of grammar, punctuation and spelling	✓		App/Ref/Test
Numerate – able to receive and record cash.	✓		App/Ref
Attention to detail.	✓		App/Int
Excellent interpersonal skills – able to deal with a variety of people, including pupils, where necessary, sensitively, emphatically and, when necessary, assertively.	✓		Int/Ref
Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc).	✓		Ref
Good communication skills – both oral and written.	✓		App/Int/Ref
Good time management skills – be able to prioritise work and be able to cope with interruptions.	✓		Int/Ref/Test
Able to be assertive when necessary, to achieve appropriate priorities and outcomes.	✓		Ref
Able to keep calm in difficult situations and stay focused under pressure.	✓		Int/Ref
Able to operate effectively as a member of a team and with minimum supervision.	✓		App/Ref
Loyal, dependable and flexible.	✓		App/Ref
Self-motivated, proactive and pre-emptive.	✓		App/Ref
Flexible – to meet peaks and flows of work.	✓		App/Ref
Willingness to learn and undertake training.	✓		App

<p><u>General Circumstances</u></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>		<p>Med</p>

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)