

## JOB DESCRIPTION

### Post title: Administration Assistant (1 full time or 2 part time roles)

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Accountable to:</b>	<b>Director of Data and Assessment</b>
<b>Hours:</b>	<b>40 Hours per Week, 40 weeks per year (or 2 part time roles 15 and 25 hrs per week)</b>
<b>Grade:</b>	<b>H2/SCP13</b>
<b>Pro Rata Salary:</b>	<b>£16,313.61 per annum including fringe allowance (for 40 hrs)</b> <b>£10,196.01 per annum including fringe allowance (for 25 hrs)</b> <b>£6,117.60 per annum including fringe allowance (for 15 hrs)</b>
<b>Contract Type:</b>	<b>Permanent, Term time plus INSET and 5 days holiday cover</b>
<b>Start times:</b>	<b>8.00am to 4.30pm including a ½ hour unpaid break (40 hour contract)</b> <b>11.30am-4.30pm (25 hour contract)</b> <b>1.30pm-4.30pm (15 hour contract)</b>

## JOB OVERVIEW

- **To provide a comprehensive and confidential administrative support to meet the needs of the academy**
- **To support and promote the vision, values and ethos of the academy**

### 1. Key Responsibilities – General administration support

- Provide comprehensive administrative services as required to departments and other key areas of the school, including typing correspondence, sending parent text messages, reports, rotas, booklets, letters home, updating student details, dealing with telephone queries, contacting parents and other external agencies, assisting with classroom displays and distributing relevant information to staff & students
- To make arrangements for events/meetings organised by the SLT as required, including booking rooms, arranging appropriate catering, issuing invitations and drawing up delegate lists, liaising with Reception and/or Facilities as required
- To prepare and process documents, reports and presentation materials, using appropriate software packages, ensuring that the work produced is appropriate, of a high standard and completed within required timescales
- To undertake other administrative tasks for the SLT as required, which may include liaising with agencies, liaison with parents, compiling data etc.
- To support with the administration and organisation of celebration events, open evening, parents' evenings, INSET and other related events, as directed.
- To assist with booking of external agencies/visitors to the academy

- To assist with administration for trips including risk assessments, medical forms, coach requests and trip submission, online via the Evolve system
- To assist with the display of student work and other materials in classrooms and around the academy as directed by SLT.
- To assist with the updating of student and staff training records on SIMS
- To provide Reception cover as required to include managing the switchboard, directing calls, greeting visitors, managing post etc

## **2. Key responsibilities specific to this role**

- To support the HR Manager in co-ordinating and administering the recruitment and selection process, including drafting and placement of adverts both in relevant media and online, the production of application packs, the carrying out of reference checks, the scheduling of interviews and selection tasks and the preparation of interview packs.
- To ensure that the academy is following Safer Recruitment practices as set out in KCSIE
- Make arrangements and booking training courses as directed by SLT

## **3. Other duties and accountabilities**

- To undertake such training as is necessary to operate the academy systems effectively and ensure that academy procedures are adhered to
- To be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal and/or relevant member of the Senior Leadership Team
- To ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- To work co-operatively and support the academy's Professional Review System and commit to your own continued professional development
- To promote the academy's ethos of being 'Proud to Belong' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy
- To undertake all other reasonable duties as requested by the Principal

**Date:** \_\_\_\_\_

**Signed (Postholder):** \_\_\_\_\_

**Signed (Line Manager):** \_\_\_\_\_

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

## PERSON SPECIFICATION

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### Post title: Administration Assistant

Education, Qualifications, and Training	Essential	Desirable
Excellent literacy and numeracy - GCSE English and Mathematics or equivalent	✓	
Relevant qualification or evidence of training		✓
Training in the use of SIMS Personnel		✓

Experience, Skills and Attributes	Essential	Desirable
Experience of maintaining electronic and paper-based systems		✓
Experience of working in a similar role and providing a high standard of administrative support	✓	
Experience/Knowledge of administrative practices and procedures in an educational setting		✓
Switchboard/Reception experience		✓
Experience of recruitment of staff within a school setting		✓
Excellent communication, organisational & interpersonal skills – a confident and professional telephone manner	✓	
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
Able to use school data systems eg SIMS		✓
Able to work independently and, at the same time, understand the value of team work	✓	
Able to be flexible, use own initiative and work proactively to problem solve	✓	
Have a high level of accuracy and attention to detail, and high standards of work presentation	✓	
Able to quickly establish positive working relationships with staff and other individuals, from within and outside of the academy	✓	
Able to understand school roles and responsibilities and own position within these	✓	
Able to maintain complete confidentiality and discretion at all times, and employ tact and diplomacy in difficult/sensitive situations	✓	
Able to remain calm when under pressure and maintain a good sense of humour	✓	
Able to plan and prioritise own workload and manage conflicting demands, with minimum supervision	✓	
Ability to communicate effectively and have the confidence and skills to establish rapport with young people	✓	
A high standard of dress and appearance (No visible tattoos or facial piercings)	✓	
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and	✓	

maintain a high standard of professionalism		
Able to approach tasks with enthusiasm, positivity and commitment	✓	
Able to work flexibly and proactively while maintaining a high standard of professionalism	✓	
ICT literate and be able to operate Word, and mail systems at an intermediate level	✓	
Able to operate Excel at a beginners level	✓	
Able to show a commitment to the academy ethos and the students we serve	✓	
Commitment to safeguarding & promoting the welfare of children and young people	✓	
Willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	
Awareness of and adherence to relevant legislation on data protection, e-safety and safeguarding requirements, and a commitment to equality of opportunity		✓
Excellent punctuality and professional conduct	✓	
List 99/DBS Enhanced Disclosure and Barring Service Check		✓