



JOB DESCRIPTION

Job Title: General Administrator

Reporting to: Business Manager

Salary: Scale 4 Pt 18: £17,858, pro rata £15,685; Term time only (40 weeks' work, 29 days holiday pay inc. BHs)

Hours: 37 hours per week (8.15 am- 4.45 pm Mon-Thu; 8.15 am-4.15 pm Fri)

Core Purpose:

The postholder has responsibility for providing general administrative support for all aspects of the Academy's administrative function, as part of the AUEA administrative team, ensuring support is timely, accurate, effective, friendly and professional and conforms with AUEA policies and procedures.

Key Responsibilities:

- To provide consistent attendance at The Point daily for student enquiries and admin services
- To carry out reception duties when operationally required
- To support teaching staff with administration for educational activities
- To process the Academy's 16-19 Bursary and Free School Meal applications, ensuring maximum take-up, authorised and timely payments and accurate records.
- To collect payments made internally, to issue receipts, prepare data input and to handle petty cash as appropriate, working with the Finance Assistant to ensure accurate weekly accounting
- To input authorised requisitions to Corero Webportal and place orders as required
- To sort and distribute mail to staff pigeon holes
- To receive deliveries and ensure collection by staff
- To prepare outgoing post for collection using the franking machine
- To attend to the main photocopier, order and allocate stationery
- To assist with organising AUEA events, as required, and to attend out-of-hours parents' evenings and out-of-term admission events, etc.
- To provide ad hoc supervision in the LDC as and when required
- To assist with training of the Admin Apprentice on a day-to-day basis
- To participate in appropriate meetings as required within the Academy and to act as secretary for the Support Staff Team Meetings.

- To be a co-tutor and to be responsible for carrying out the duties as set down in the generic tutor job description under the direct supervision of the lead tutor.
- To assist, if asked, with the supervision of pupils out of lesson times, including before and after school and at lunchtimes and potentially on pupils on visits, trips and out of school activities (NB this is not a routine part of the role and would result from an exceptional requirement).
- To invigilate for examinations (this should also be an exceptional requirement).
- To be aware of and to comply with all policies and procedures, particularly those relating to finance, child protection, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To support or carry out any additional administration as requested by the Business Manager or other members of the Senior Leadership Team.

Person specification:

- Prior relevant experience of administration, preferably in a school environment
- GCSE English and Maths Grades A-C; qualification as a typist also preferred
- IT skills in Word, Excel and Outlook that include ability to mail merge
- Strong organisational and time/task management skills, completing tasks to deadlines and standards when juggling competing priorities and interruptions
- Excellent communication and interpersonal skills, combined with enthusiasm for providing a high quality service with a flexible/adaptable attitude
- Capacity to work independently with minimal supervision but also as part of a team
- Awareness of and willingness to support difference and ensure all pupils have equal access to opportunities to learn and develop
- Commitment to supporting and promoting the Academy ethos and contributing to the overall aims of AUEA