



Administrative Assistant

Salary / grade range	A3 (SCP3 £18,562 - SCP4 £18,933 FTE)
Location	Co-op Academy Priesthorpe
Reports to	Office Manager

Purpose of role:

To undertake any duties and responsibilities relating to the effective and efficient running of the Main Office.

Key accountabilities (and specific duties / responsibilities):

Specific Responsibilities

- To distribute the daily post internally.
- Maintain office supplies.
- Booking transport as required.
- To use IT applications and databases effectively to deliver administrative tasks e.g. with student information.
- To input, collate and retrieve data, from a variety of sources, using computerised systems.
- To work with others to help improve work organisation and effectiveness.
- To assist in the training of new team members.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- Answering telephone calls and/or transferring them to other members of staff, and/or taking messages, as appropriate.
- Assist with visitor reception, including identity and safeguarding checks.
- Carry out minor maintenance work on the large, common-use printers and photocopiers, such as clearing jammed paper, ensuring that there is paper in all the trays, there is sufficient toner, etc, so that they can function effectively for the students and staff.
- Undertake photocopying/printing jobs and laminating required by other staff.
- Ensure that the Photocopying Room is tidy and well stocked with paper and other required resources.
- Contact the appropriate engineers to report any faults or maintenance problems with the printers or photocopiers.
- To undertake any other duties that are commensurate with the post.

Management (implementation) including Performance Management



- Undertake any training necessary to ensure that they can undertake the above duties and responsibilities effectively.
- Be accountable for own performance management, setting challenging objectives/targets in line with the school priorities.
- Maintain up-to-date role specific knowledge.

Monitoring

- Monitor procedures and routines to ensure efficiency.

Evaluation

- Contribute to the evaluation of impact of administrative procedures

Other

- Responsible for a student coaching group.
- Priesthorpe School expects all employees to uphold the duty to safeguard and promote the welfare of learners.

Strategic Direction and Development of Priesthorpe School

The post holder will be expected to support and promote the development and progress of the school, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders
- Contribute to the school's development and implementation of policies.
- Support all staff in achieving the school's priorities and targets
- Ensure parents are well informed about the school and their child's progress

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and school. They will also be expected to:

- Support the implementation of the school's Performance Management policy.
- Follow the school's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.



Effective Deployment of Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Work within the school's Quality Assurance framework.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • GCSE in English and Mathematics at grade C, grade 4 or above 		A
Experience <ul style="list-style-type: none"> • Use of relevant ICT software packages to support learning and complete administrative tasks as required • Relevant experience in an academy setting • Experience of dealing and communicating with the public directly and through written/online channels • Understanding and experience of safeguarding standards and practices 	Desirable Desirable Desirable Desirable	A, I A, I A, I A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Ability to interact positively and productively with students, parents/carers and staff • To have a good working knowledge of SIMS • To be able to demonstrate proficient ICT skills. 	Desirable	A, I A, I A, I



<ul style="list-style-type: none"> • To be able to use initiative and have problem solving skills • To be able to monitor and evaluate procedures effectively • Communicate effectively with students, parents, visitors and other colleagues • Work under pressure • Organise and develop effective systems • Take initiative and work independently • Work to high levels of accuracy • Prioritise and plan to ensure completion of tasks 		A, I A, I A, I A, I A, I A, I A, I A, I
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Willingness to keep up-to-date with role specific practice • Is committed, resilient, robust and resourceful • A record of reliability and integrity • Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional • Humour, optimism and ambition • Willingness to participate in further training and CPD • To be able to understand and be committed to equal opportunities for all members of the academy community 		A, I A, I A, I A, I A, I A, I A, I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op. Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners