

Job Description and Person Specification Academy Support Assistant

Role and Context	
Job Title	Academy Support Assistant
Salary Grade	Scale C
Job Type	37.5 hours per week Term time plus 3 weeks
Reports to	Academy Headteacher
Effective Date	ASAP
Team	Administration
Job Purpose	To provide a high standard of secretarial, Information Technology and administrative services to the Academy its teachers and pupils and, by working flexibly with other administrative staff across the Trust, ensure that duties are carried out efficiently and effectively.
Other Information	This is a part-time permanent role based at Heartsease Primary Academy. Core hours are 0800 to 1600 with a half hour lunch break.
Principal Accountabilities	
<ol style="list-style-type: none"> 1. To undertake word processing duties, both of a general nature as may be required to meet the needs of the Academy, and in respect of general support to teachers. 2. Where appropriate, to undertake secretarial duties of a confidential nature for named teaching staff, including maintaining diaries. 3. To undertake switchboard, receptionist and messenger duties within the Academy. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the Academy are courteously and correctly received and hospitality provided as required. 4. To undertake the following: <ol style="list-style-type: none"> (a) Assist with arrangements for school trips; (b) General office activities such as e-mailing, photocopying, faxing and filing; (c) Assist with the maintenance and administration of pupil records; (d) Assist with the management of stock, supplies and other school resources (including termly stock takes; (e) If required, collect, receive, record and bank money; (f) Send out parent communications using appropriate software, including text messages and emails. 	

(g) Deal with pupil admissions and admission queries.

5. To undertake general administrative and clerical duties which could include:-

- (a) Personnel/staffing administrative matters of a routine nature, for example, maintaining confidential staff records, completing appointment details, and supporting recruitment/interview arrangements;
- (b) Maintaining pupil records/registers/data.
- (c) Liaising with the Trust's head office staff in relation to payroll matters.
- (d) Maintaining staff absence data.
- (e) Book staff training courses or place such other ad hoc orders as directed.

6. To open and distribute incoming mail, despatch outgoing mail and assist with general postal arrangements.

7. To maintain database records for the Academy. To input pupil assessment data into a suitable computerised system and to produce reports.

8. To provide a desktop publishing service to produce high quality promotional documents and curriculum support materials.

9. To liaise with kitchen staff daily in relation to the provision of school lunches, ensuring that accurate data is communicated to the kitchen in good time for meals to be prepared.

10. To undertake any other duties that are within the scope of the post as determined by the Trust's Chief Operating Officer or the Academy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade C or above in maths and English GCSE (or equivalent) 	<ul style="list-style-type: none"> Willingness to complete relevant training. First aid training. Good numeracy/literacy skills.
Experience	<ul style="list-style-type: none"> Either previous secretarial / administrative work OR previous experience in a school office. 	N/A
Skills/Knowledge	<ul style="list-style-type: none"> Effective use of ICT. Use of relevant equipment/resources. Good keyboard skills. Ability to relate well to 	<ul style="list-style-type: none"> Knowledge of relevant policies/codes of practice/legislation. Knowledge and understanding of

	<p>children and adults.</p> <ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to identify own training and development needs and co-operate with means to address these. 	Safeguarding in schools
General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		