

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Administration Assistant

DEPARTMENT: Pedmore High School

SALARY RANGE: Grade 3

REPORTING TO: Headteachers PA

RESPONSIBLE FOR: NONE

Main purpose:	<p>Provide daily support for students. There are elements of this role that may merge with other roles in the school office such as Attendance Officer/Student Services.</p> <p>The key responsibilities outlined in this job description may vary from school to school dependent on the needs of the school as directed by the Headteacher/Facilities & Operations Manager.</p>
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MAIN DUTIES:

General Duties	<p>Working alongside the Attendance Officer/Student Services Officer to provide support to students</p> <p>Deal with day-to-day issues and queries from students.</p> <p>Support school staff with general administrative tasks such as typing, filing, collating of data, producing forms, booklets, posters etc.</p> <p>Provide general administrative support to the school office and to other team members Maintaining accurate and up to date student records</p> <p>Assist with the typing of letters to parents and the distribution/upload of letters to relevant school systems, parent pay, school website etc.</p> <p>Analyse and evaluate data/information and produce reports/information/data as and when required</p> <p>Support with the administration of Parent Portal/Gateway, including the setup of new</p>
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	<p>users and providing login details, dealing with queries from parents and uploading of updated content</p> <p>Support with administration of ParentPay, including the setup of new users and providing login details, dealing with queries from parents and finance team, uploading of content and extraction of data for finance</p> <p>Manage school office stock levels requisition and order of supplies as needed.</p> <p>As and when required assist with School Reception, covering for absent colleagues.</p> <p>Assist with the distribution of internal post, parcels, or messages to staff.</p> <p>Act as school first aider. Deal with first aid issues as and when needed. Complete accident forms where appropriate.</p> <p>If applicable – keep medicine safe and maintain record of student’s medicine on school site. Ensure consent is given before issuing students medication.</p> <p>Any reasonable task as directed by the Headteacher. Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.</p>
<p>Other professional requirements:</p>	<ul style="list-style-type: none"> • Establish and maintain regular communication in the Trust • Communicate with parents/carers and outside agencies where appropriate • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Actively engage in the Trust’s appraisal process • Take part in the Trust’s staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<p>Support for the Trust</p>	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust’s dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required 	

- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Excellent numeracy and literacy skills and effective written and oral skills</p> <p>NVQ 2 Administrative/Customer Service Qualification or other appropriate equivalent qualification or experience</p>	
Experience	<p>Good organisation skills. Ability to deal with large volumes of data, prioritise workload and meet strict deadlines.</p>	<p>Previous experience of working in a customer service/administrative service</p>
Skills and knowledge	<p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>Very high standard of Microsoft Office including Word, Excel, Publisher</p> <p>Ability to communicate effectively and confidently both verbally and in writing</p> <p>Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure.</p> <p>Ability to interpret advice/statute and to devise policy/practice in the light of these.</p>	
Personal qualities	<p>To be reliable, punctual and have excellent attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p> <p>Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p> <p>Committed to the provision and improvement of quality service provision</p> <p>Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Flexibility	<p>To work flexibly to meet the needs of the Trust and its</p>	

	educational establishments. Can be required to work in any location within the Trust	
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This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: _____

Date: _____

Postholder's signature: _____

Date: _____