

## **Job Description**

**Job Title:** Departmental Admin Assistant

**Location:** Columbus School and College

**Hours of work:** 30 hours per week, 40 weeks per year

**Reports to:** Principal

## **Purpose of the Role:**

To provide a professional and comprehensive reception service and administrative support to the Academy. The post holder is also required to undertake such other duties and training as may be required by or on behalf of the Academies Enterprise Trust provided that they are consistent with the nature of the post.

Overall Responsibilities:

- Provide a professional and knowledgeable reception cover, resolving queries within areas of responsibility to parents/children and members of the public both in person and via the telephone, in line with strict safeguarding procedures;
- Cover reception on both campuses as and when required;
- Coordinating the Annual Review Process;
- General phone calls home - absent or ill children, assembly calls etc.;
- Check school email and distribute accordingly;
- Liaise with the NHS regarding national programmes such as annual school immunisations, height and weight, etc and organise accordingly;
- Sorting out of incoming and outgoing post and deliveries and distributing promptly;
- Assist in maintaining the school database and other systems (Arbor, ParentPay, T2P);
- Respond to correspondence, e.g. acknowledgements, requests for information as required;
- Liaise with kitchen staff regarding pupils and staff meals, trips, hospitality and refreshments;
- Be prepared to undertake professional development and training including whole academy INSET;

## **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/ Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title:** Departmental Admin Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills GCSE Maths and English Grade A-C or equivalent or</li> <li>• Willingness to work towards literacy and numeracy</li> <li>• Functional skills qualifications</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Ability to organise own workload, follow a schedule and meet deadlines</li> <li>• Ability to plan own work on a daily basis</li> <li>• Experience in school administration environment</li> <li>• Experience of working in a customer-facing role</li> <li>• Experience of working within a reception environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using MIS systems</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	•	•
	Forward and strategic planning	•	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to work independently and use initiative</li> <li>• Ability to stay calm under pressure</li> <li>• Ability to communicate effectively and relate well to both children and adults</li> </ul>	•
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet needs of the academies</li> </ul>	

		<ul style="list-style-type: none"> <li>● Willing to undertake relevant training courses including</li> <li>● Travel if required</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	