

JOB DESCRIPTION & PERSON SPECIFICATION

Section: Administration	Reports to: Senior Campus Administrator
Job Title: Admin Assistant	Grade/Salary Range: NJC range 3 points 5-6 £24,790 - £25,183 pro rata (depending on qualifications/experience)
Working Pattern: 30 hours p/w	Weeks per annum: 39

PURPOSE OF JOB

To organise and prioritise your workload to ensure that our students maximise their potential through the provision of a high-quality administrative service.

To present the Academy in a positive light by being hospitable, courteous and helpful to all visitors, staff and students when covering reception and taking calls.

MAIN DUTIES AND RESPONSIBILITIES -

To ensure the provision of general administrative services:

- Support the senior admin and staff team with the administrative workload and provide reception cover where needed.
- Provide a welcoming and professional reception service. Respond positively and immediately to all visitors and telephone calls to the school.
- Treat all parents and visitors courteously and professionally, ensuring they have the appropriate security checks.
- Deal with phone calls, post, manage admin office inbox and deliveries.
- Maintain the campus and diary.
- Maintain campus stationery and postage supplies and undertake regular stock checks.
- Co-ordinate and schedule meetings and refreshments, liaising with colleagues, parents, education support services and other agencies as appropriate.
- Provide accurate reporting of student data as required.
- First Aider.
- Provide/arrange parent evening arrangements.
- Produce and distribute information to staff, parents and students.

- Apply the Academy's policies and provide reports as required.
- Work closely with the Bucks campus receptionists to facilitate the smooth transfer of information between campuses.
- Maintain confidentiality.

Student database support (SIMS/CPOMs):

- Support the senior admin in the collation and maintenance of data.
- Ensure that all documentation relating to new admissions and leavers is complete.
- Provide accurate reporting of student data as required, including SEN, suspensions and behaviour data
- Ensure that all data is handled in accordance with GDPR.

Finance support:

- Sign for goods on arrival and pass the delivery note/invoice and goods to the budget holder for formal checking against the order when covering.

HR and Exams support:

- Ensure all relevant Return from Suspension paperwork is completed and forwarded.
- Assist the Exams Officer with scanning/photocopying and preparing rooms.
- Assist with the secure storage of exam papers and related paperwork
- Assist with the collection, logging and dispatch of examination scripts for marking

MAIN DUTIES AND RESPONSIBILITIES - OTHER

To promote the safeguarding of children. Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of staff.

To carry out duties in accordance with the Academy's values, mission and vision.

Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	5 GCSEs (including English & Maths)	
Experience	Administration experience Reception experience	Experience working in a school office
Knowledge & skills	Excellent organisational skills	Able to use a range of ICT packages

	<p>Competent in the use of Microsoft Word and Excel</p> <p>Effective and clear communication skills</p> <p>Good literacy and numeracy skills</p> <p>Accuracy and attention to detail</p> <p>Time management skills</p>	<p>Able to produce and present reports in a logical, clear and concise format</p>
Personal qualities	<p>A professional and welcoming manner</p> <p>High level of integrity and confidentiality</p> <p>Operates with patience and tact</p> <p>Ability to get on well with all types of people</p> <p>Able to work under pressure and meet deadlines</p> <p>Flexible and adaptable</p> <p>Motivated and pro-active</p> <p>Works well as part of a team</p>	

Note: The JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.



Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....