**Job Description**

**Job Title: Administrative Assistant**

**Scale: B3 (£17,891 - £19,939 pro-rata)**

Actual starting salary £15,234 - £16,978

**Hours: Permanent** *(subject to a probationary period)*

**37 hours per week, Term Time Only plus 5 additional days**

**Responsible to: Principal’s PA**

**Job Purpose**

To provide administrative support to the Principal’s PA and the Senior Leadership Team.

**Responsibilities**

* To provide high level, full and confidential administrative support to the Principal’s PA, in particular with Recruitment, Exclusions, Transition and Prize Presentation Evening. To ensure that correspondence, papers and other materials are produced on time, are accurate and well presented.
* To utilise a wide range of computer software packages in the compilation of high quality reports, correspondence and other documentation.
* Deputise for the Principal’s PA in order to support the work of the Principal when necessary.
* To have line management responsibilities and manage a budget.
* To answer the telephone, dealing with enquiries and taking/relaying messages.
* To establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised and to ensure that correspondence and papers are current, accessible and secure.
* To meet and greet visitors as requested.
* To receive and direct incoming/outgoing mail and email. Prepare standard replies to correspondence as required.
* To service and minute meetings when and where appropriate.
* To assist in the training of new team members when requested.
* On occasions, to undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support school events.
* To perform other relevant tasks as directed by the Principal’s PA and senior leaders.
* To carry out student supervision duties during the course of the day.

**General**

* Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection.
* Support the wider administration team as required and undertake any other duties commensurate with the grade of the post.
* Work in partnership with, and across, other TGAT Academies as required.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal skills * Good organisational skills * Professional telephone manner, smart appearance * Computer literate and word processing skills * Flexible approach and ability to work on own initiative as well as part of a busy administration team | * Experience of working in a school * Experience of SIMs database * Highly motivated | * Letter of application * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure and to be flexible * Co-operative, willing, reliable and trustworthy * Ability to work on own and part of a team * Friendly, calm, and unruffled disposition * Ability to prioritise tasks in order to complete them to a high standard and in a timely manner |  | * Letter of application * Interview |
| Special Working Conditions | * On occasions work outside normal office hours * No smoking environment |  |  |