

Post title:	Administrative Assistant
Salary and grade:	Grade 4 (SCP 3-4)
FTE:	37 Hours per week, term time only
Line manager/s:	Office Manager / Head of School

Main purpose of the job:

Under the direction/instruction of Senior Staff, provide routine general administrative and financial support to the academy

Key duties and responsibilities

Responsible to the Office Manager and Senior Leadership Team (SLT) for providing admin support to pupils and staff.

General Office roles and responsibilities

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

Administration

- Provide general clerical/admin support e.g. photocopying, filing, completing standard forms, responding to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil's data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. Microsoft Office, Finance, MIS)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others as appropriate
- Undertake general financial administration as appropriate e.g. processing orders

Support for the School

- To support all staff with daily administration.
- To manage appointments and calendars of the Office Manager and SLT.
- To be responsible for pupil attendance daily on site, and produce reports on request and complete month end returns alongside the Learning Mentor/Pastoral Manager.
- To provide admin support for all EHCP's.
- To be responsible for collecting dinner monies (if applicable).
- To be responsible for ordering school and general resources.
- To maintain financial records i.e petty cash and credit card records
- To be responsible for pupil data on Bromcom and pupil files.
- To process orders on the finance system once approved.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties and responsibilities appropriate to the grade and role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 2 or equivalent in a relevant qualification	•	
Experience	Excellent communication and interpersonal skills	•	
	Experience of using Microsoft Office	•	
	Experience of Bromcom		•
	Experience of working within an office environment to time-based deadlines	•	
Thinking Ability	Familiar with KCSIE	•	
	An understanding of relevant policies and awareness of relevant legislation		•
	An understanding of national and foundation stage curriculums and accreditation	•	
	Awareness of the need to maintain confidentiality	•	
	Good communication skills	•	
Personal Effectiveness	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Ability to form respectful and trusting relationships	•	
	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
General	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	