JOB DESCRIPTION

Post: Administration Assistant
Reporting to: Business and Operations Manager
Salary: GAET Band 3

JOB PURPOSE
To provide administrative/organisational support for staff, parents, pupils and other school stakeholders under the instruction/guidance of senior staff.

ADMINISTRATION RESPONSIBILITIES
- Be one of a team using Microsoft applications, SIMs, PSF system, other ICT applications and general office procedures
- Administering Academy based finance processes e.g. good receipting deliveries, placing orders on the finance system, contacting suppliers for quotes and liaising with the Trust Finance Team.
- Making bookings for meeting rooms, taxis and school minibus (log when minibus is taken in & out).
- Provide confidential, high quality, efficient and comprehensive administrative support e.g. display material, emailing, passing messages, internal and external post, completing standard forms and returns, supporting with finance processes, and responding to routine correspondence including preparing whole school mailings, reports and other documents
- Responsible for checking the mail account and distributing to appropriate staff
- Maintain/collate/input a wide range of manual and computerised records/management information systems
- Produce lists/information/data as required
- Undertake a wide range of day to day, one-off and occasional administrative procedures, including providing cover for reception and other general administrative duties as appropriate to the grade of the post as requested by the Business and Operations Manager.

COMMUNICATION RESPONSIBILITIES
- Provide first point of contact with staff, parents and other visitors at the main office, and/or reception including answering the telephone and face-to-face enquiries and signing in & out visitors, ensuring all safeguarding checks/procedures are adhered to
- Assisting with calling for pupil first aid/welfare duties, liaising with parents/staff etc.
- To write clear, concise messages and pass these on appropriately and promptly.

GENERAL RESPONSIBILITIES
- Attend and participate in relevant meetings as required
- Follow and promote relevant legislation and guidance, for example data protection and copyright law
- Be a qualified Fire Marshall and First Aider
- Undertake any other duties as appropriate to the grade of the post as requested by the Business and Operations Manager.

OTHER DUTIES AND RESPONSIBILITES (Generic to all posts)
- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person. Safeguarding is the responsibility of all staff, volunteers, governors and contractors.
- To support the ethos of the Academy and to support the Academy links with the community
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.

- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.

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