



Job Description

Post title:	Business Administration Assistant
Grade:	Grade 3
Reports to:	Operational Lead for Executive Assistant Services
Position:	37 hours per week, all year round

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the Post

The provision of varied clerical and administrative support to the Central team.

Main Duties and Responsibilities

- To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making
- To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication
- To ensure the efficient and confidential management of information, including making certain that electronic and paper records systems are well maintained – this includes effective archive management
- To be the first point of contact for the Trust, ensuring central phone calls, corporate emails, postal mail and communication systems are monitored at all times
- To work to a defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding
- To support team members to ensure that quality, performance, standards and deadlines are achieved
- To take an active part in reviews/quality assurance within own area of responsibility, identifying problems or issues
- To support systems and processes to meet business and educational support needs and to ensure the high quality of information held

- To help resolve issues to ensure that effective business and educational services are maintained
- Coordinate and organise corporate events/interviews/meetings as required to include overseeing arrangements for catering, correspondence etc.
- To provide business and administrative support to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided
- Personally, and through business and educational support team members, assist in the delivery of the targets set down in the Trust ADP, as well as through Team and Personal Development Plans
- Build positive relationships with other staff and colleagues across the Trust and externally
- To ensure that business and educational support is delivered following tight principles
- To manage fluctuations in workloads within the resources available
- To help resolve low level issues to ensure effective business and educational support is maintained
- Demonstrate a commitment to the ongoing development of yourself and others.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines.



Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good standard of secondary education to GCSE level or equivalent and a good standard of literacy and numeracy	✓		Application form
Experience, knowledge and understanding			
Minimum 2 years' experience in an administrative work setting		✓	Application form / Interview / Portfolio of work
Experience of carrying out a varied range of administrative and business duties	✓		
Able to interpret written and verbal instructions to carry out processes with regular supervision	✓		
Working with a variety of IT systems including word processing, spreadsheet and database operation	✓		
Handling information in accordance with the Data Protection principles, dealing with confidential and sensitive information	✓		
Personal attributes and qualities			
Good interpersonal and communication skills including contributing to meetings	✓		Interview
Good planning and organisational skills	✓		
Can demonstrate efficient collaborative and flexible working	✓		
Ability to identify issues that could impact on service delivery	✓		
Able to empower, support and motivate colleagues	✓		
Other			
Able to work flexibly including some travel across the geographic coverage of the Trust and occasional evenings, according to the needs of the service	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		

