



Administrative Assistant

Salary / grade range	Band D: SCP 6-7 - 36 hours per week
Location	Co-op Academy Portland
Reports to	Executive Office Manager

Purpose of role:

- To be a proactive member of the academy office/administration team, providing administrative and organisational services to the academy under the management and guidance of the Executive Office Manager

Key accountabilities (and specific duties / responsibilities):

1. Welcome all parents/visitors to the academy ensuring that the appropriate safeguarding processes for internal and external visitors, including the induction to academy facilities, processes for visitors, contractors, volunteers and short term agency staff are adhered to.
2. Respond to enquiries verbally, in writing and on the telephone within the expected timescales, ensuring consistent cover of the reception area and telephone
3. Liaise with pupils, parents/carers, colleagues, Trust colleagues and external agencies, providing general advice and guidance where appropriate
4. Contribute to the planning and development of administrative procedures and systems.
5. Undertake word-processing and ICT based tasks including operation of relevant equipment and advanced ICT packages.
6. Organise meetings and take notes, supporting the Executive Headteacher/Head of School, Executive Business Manager and Executive Office Manager as appropriate
7. Analyse and evaluate data and information and run reports.
8. Adherence to Trust GDPR and Data Protection policies and procedures



9. Support the Executive Office Manager and the Executive Business Manager in undertaking basic HR, Finance and general administration, including processing DBS applications, data inputting, processing invoices and the preparation of documents in relation to Trust Finance and HR policies and procedures.
10. Manage nominal cash amounts and ensure appropriate use of the academy bank accounts.
11. Assist with pupil first aid / welfare duties, caring for sick pupils and liaising with parents (or guardians) and colleagues.
12. Sort and distribute incoming mail and prepare outgoing mail.
13. Assist the Executive Office Manager to monitor and manage a limited range of stock
14. 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.
15. Participate in training and other learning activities and performance development as required.
16. Support with the organisation and arrangements for academy visits and events.
17. Assist the Executive Office Manager to monitor pupil attendance and run reports.
18. Undertake administrative duties, such as reception, filing, and document preparation.
19. Safeguard & promote the welfare of pupils/students through your own actions complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
20. To undertake break & lunch duties as required
21. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE: This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):



Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of education including GCSE English and Maths (or equivalent) • Further evidence of professional development 	Desirable	(A) (A, I)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an academy/office environment • Experience of administration responsibilities including data inputting, ensuring compliance with GDPR and Data Protection legislation • Experience of working with a range of professional organisations 	Desirable	(A, I) (A, I) (A, I)
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of IT and information systems • An ability to understand and utilise new systems • Good literacy, numeracy and organisational skills • Excellent communicator on all levels with the ability to liaise effectively with external agencies • Ability to use initiative and identify priorities • Working knowledge of online payment systems • Working knowledge of SIMS/Arbor • Working knowledge of FMS 	Desirable Desirable Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to work within a team • Flexible working when required • Ability to work to deadlines • A willingness to undergo training • Ability to deal with confidential issues professionally and calmly • Ability to deal with conflict situations • Up to date knowledge of safeguarding responsibilities within a school 	Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)



Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships