

## JOB DESCRIPTION

**Job Title:** Office Assistant

**Location:** Maltings Academy

**Hours of work:** 37 hours per week, term time plus 10 non-student days

**Reports to:** Office Manager

### Purpose of the Role

To provide an efficient and professional reception service for all academy users and visitors and to provide administrative support to the main office.

### Responsibilities

#### Main Office administration

- To provide administrative support to the Main Office including preparation for events
- To create and update processes for administration tasks (t-card system)
- To deal with telephone calls, emails and correspondence for the Main Office
- To maintain high levels of quality assurance for all correspondence and other related documents
- To use the parent communication system to send emails and texts to relay general information ie newsletters
- To prepare spreadsheets for mail merge document
- To assist in the management of administration and student archived documents.
- To liaise with partner academies and other external institutions
- To maintain stationery supplies and complete stationery orders when required for Main Office
- To work with SLT link to co-ordinate and maintain the academy calendar, attend SLT Calendar Planning Meetings and update as required during the academic year.
- To manage bookings for the Meeting Room and update on Google calendar

#### Finance administration

- To be the academy point of contact for the AET Finance hub and academy staff for any finance queries
- To create and update processes for administration tasks (t-card system)
- To administer cashless catering
- To administer trips & travel
- To administer cash & banking
- To administer procurement

#### Other Administration

- To cover/support Main Reception as required.

#### General



- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



## Person Specification

**Job Title : Office Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Educated to Level 3 or equivalent including GCSE English and Maths</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>Significant administration experience working in a busy office</li> <li>Experience of providing excellent customer service, both to internal and external customers</li> <li>Experience of building and maintaining effective relationships</li> <li>Experience of working effectively as part of a team</li> <li>Experience of planning and co-ordinating multiple events/trips to strict deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with Google Suite</li> <li>Experience of using a database</li> <li>Experience of finance procedures</li> <li>Experience of using an electronic filing system</li> <li>Experience of working within a school</li> </ul>
<b>Skills</b>	Line management responsibilities	<ul style="list-style-type: none"> <li>N/a</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li></li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>Deal with sensitive issues and maintain confidentiality</li> <li>Ability to communicate effectively to a variety of audiences both orally and in writing</li> <li>Advanced IT skills</li> <li>Good word processing/typing skills</li> <li>Ability to communicate effectively to a variety of audiences both orally and in writing</li> <li>Willingness to work flexibly to meet business needs</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values</li> </ul>	
	Values	Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>Right to work in the UK</li> </ul>	



		<ul style="list-style-type: none"><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	
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