

Admin Assistant – Post 16

Salary Grade: UKAT Band B
Hours: 37 hours per week / Term time only
Responsible to: Assistant Principal Post 16
Responsible for: n/a

Purpose and Vision

To support the administrative function of the UKAT post 16 area

Key responsibilities

To work as reasonably directed by the Assistant Principal. Duties are likely to include some of the following – this list is not exhaustive and will be subject to change.

1. Keep diary of Assistant Principal and set up meetings and appointments as required.
2. Supporting UCAS application admin tasks.
3. Photocopying
4. Displays (classrooms and corridors)
5. Ordering resources
6. Supporting the UKAT post 16 Recruitment event and attending the post 16 Open Evening events.
7. Processing UKAT post 16 application student forms and sending acknowledgement and offer letters
8. Supporting post 16 exam results day
9. Collecting money for departmental trips and processing in line with UKAT financial procedures
10. Filing
11. Administering bursary forms for students
12. Sorting out joiners to UKAT post 16 provision ensuring ICT equipment in place and biometrics sorted.
13. Inputting data, maintaining a database
14. Updating asset register
15. Maintaining and advising on stock
16. Maintenance of equipment (where required and only after training)
17. Developing documents using MS Office 353
18. Sending letters home
19. Preparation of materials
20. Liaison with Business / Finance department
21. Collating reports for parents
22. UCAS and employment references
23. Supporting work experience programme

24. Working with CIAG Leader
25. Initiate orders for equipment and materials
26. Attend courses where appropriate
27. Support Access arrangements for students where required.
28. Phone calls to students and parents / carers and other
29. Organising minibus rotas / pickups between Trust sites.
30. Work flexible hours if requested and negotiated. To work with other Departmental support staff, including Subject Supervisor and Teaching Assistant (Learning) and cover for them when required.

General

31. To take part in Performance Management reviews.
32. To carry out any other duties as may be reasonably be required by the Line Manager or Principal.
33. Employees have a duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements
34. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Admin Assistant – Person specification

Attribute	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general education including 5+ A* - C grades at GCSE or equivalent including English language and Maths or certified accreditation. • High-level competencies in word processing, spreadsheets, desktop publishing and databases. • Notation skills 	<ul style="list-style-type: none"> • Evidence and a track record ongoing training and development • ICT qualifications
Experience	<ul style="list-style-type: none"> • Clerical/Admin work • Experience in administration • Working as part of a team. • Evidence of ability to analyse and interpret data 	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Flexible positive person • Able to build positive and maintain good relationships with all colleagues and stakeholders. • Good communication and interpersonal skills • Good verbal, written and presentational skill. • Ability to problem solve • Ability to take the Initiative • Able to work independently/on own initiative and as part of a team • Good ICT skills using Office Suite • Customer focused • High expectations of oneself and others • Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines. • Personal integrity, commitment to fairness and equity. • Ability to empathise • Ability to give sensitive constructive feedback • Excellent interpersonal skills and ability to communicate well • Ability to demonstrate and promote positive values, attitudes and behaviour • Demonstrable experience of excellent organisational skills • Ability to relate well to young people and adults 	
General	<ul style="list-style-type: none"> • Willing to work negotiated flexible hours as appropriate • Commitment to the development of the academy and the specialisms 	