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**JOB DESCRIPTION**

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| **Administrative Assistant** |
| **Scale/Salary** | Point 7 **pro rata £19554** |
| **Hours and weeks** | 08.30-16:30/ Term time + 5 days |
| **Section** | Administration |
| **Location** | The Parker E-ACT Academy |
| **Responsible to** | Executive Support Manager |

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| **Role Purpose:** | * To provide clerical assistance and support to academy and regional staff
* To provide an efficient reception service
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| **Main Core Duties:** | * Undertake clerical duties related to the post e.g. typing, word-processing and other IT based tasks including the production of letters, reports and schedules and operate relevant equipment/ICT packages e.g. excel, databases, spreadsheets, internet and SIMs.
* To alert line manager to any concerns through monthly monitoring systems.
* Participate with procurement and sponsorship and with the promotion and marketing of the school as part of a team.
* Make arrangements for school trips, events, travel and meetings etc., as directed.
* Provide general clerical support with the heads of year in particularly Post-16.
* You will be required to assist with First Aid and keep up to date records and update all IHCP records when required.
* Reception duties - To answer routine telephone and face to face enquiries and to meet, greet and sign in visitors and to undertake reception duties as and when required including sorting and distributing internal and external mail.
* Maintain manual and computerised records/returns/management information systems.
* Produce lists/information/data as required.
* Maintain and collate pupil reports information that are routinely required by the Headteacher, Regional Team and E-ACT
* Maintain stock and supplies, cataloguing and distributing as required or as directed.
* To support cross team working as and when required to ensure a qualitative and effective service is provided at all times.
* Contribute to the school ethos, aims and the development/improvement plan.
* Attend relevant meetings as required.
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| **Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.****Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.** |

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is subject to an Enhanced DBS Disclosure.**