

**Post: Business Team Administrative Assistant**

 **(Reprographics & Multi-Media)**

**Grade 2**

**Job Description**

|  |  |
| --- | --- |
| Responsible to: | Finance Officer |
| Responsible for: | Providing reprographic and multi-media support to the academy. |
| Nature of post: | 30 hours, term-time and permanent. |
| School Purpose and Values | Aspire, Believe, Achieve!At Staffordshire University Academy we aim to nurture all students to ensure they are happy and confident learners. Through an environment that provides inclusive learning opportunities for all; they can achieve their personal best and aspire to be successful in the future.Students will learn to be reflective and be taught the importance of respect and tolerance for others. Young adults leaving SUA will contribute positively to the local community and be fully prepared for life in modern Britain.We will instil the fundamental values of democracy, freedom, a wider understanding of different faiths and beliefs; celebrating diversity. Students will appreciate the clear link between rights and responsibilities and know the difference between right and wrong.The above will be achieved through the delivery of great teaching, excellent communication between the academy, parents, governors and the community and an insistence on the highest standards of behaviour from all. |
| Role Purpose | * Work as part of the business team, supporting the effective operations of the administration service on a day to day basis within the academy.
* Produce printed, photographic and digital materials as required.
 |
| Organisational Support | * Operate and maintain the reprographic equipment e.g. photocopier, banner printer, laminators etc…
* To be the first point of call for maintenance on the photocopying machines and liaise with service engineers as necessary to ensure the equipment remains in good working order.
* Monitor and replenish consumables in the photocopiers around the academy site, ordering and maintaining stocks in an orderly and secure manner.
* Print, collate, bind, laminate/staple as required all academy and departmental publications.
* To support the Exams Officer and Exams Coordinator to ensure that internal exam papers are printed accurately and on-time and support with the distribution of equipment and stationery.
* Using desktop publishing software, edit text and artwork.
* Support colleagues to proof read written text.
* To provide first aid as required.
* Check photographs for individual student permissions before publication.
* Support staff to understand and use the photocopiers.
* Manage the use of the academy’s digital camera.
 |
| Administration Support | * Sort and distribute mail.
* Make student absence calls when required.
* Undertake reception duties, answer routine telephone calls and face-to-face enquiries and sign in visitors.
* Support the distribution of lockers, timetables, uniform as required.
* Support the administration of work experience related documentation.
* Provide routine clerical support and undertake word-processing and IT-based tasks.
* Assist in the preparation of reports, minutes, letters, circulars, desktop publishing as required by the whole academy.
* Ensure rewards certificates are printed accurately and to deadlines.
* Maintain manual/computerised records/management information systems.
* To assist with the preparation of data collection forms and inputting of new student details in to the Management Information System.
* To support all aspects of the academy’s marketing efforts such as distribution of press releases, printing of prospectuses, photographs, recruitment documentation, website updates etc…
* To assist with the preparation of student care plans and administering of medicines.
* To assist with arranging academy events on and off-site.
* Work with the IT team to produce staff ID badges.
* Manage staff photographs and keep staff display boards up-to-date.
* Ensure that academy displays are up to date.
* To support with the organisation of visits from school nurses, immunisation teams, photographers etc…
* Manage staff pigeon holes.
 |
| Data Support | * To ensure data is input in a consistent and accurate manner onto all data systems.
* Assist with the provision of data and produce reports in a timely manner to meet internal and external deadlines.
* Produce lists/information/data/marksheets as required, e.g. pupil data/class lists.
 |
| Business Team | * To contribute to the planning, development and organisation of the business team systems, procedures and policies.
* To provide personal, administrative and organisational support to other staff.
* To provide advice and guidance to staff and others.
 |
| General Duties  | The expectations of all Staffordshire University Academy staff are:* To act professionally at all times.
* To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example.
* To be flexible and adaptable.
* To adhere to the ethos of the trust.
* To set an example of personal integrity and professionalism, by working as a team.
* To maintain complete confidentiality.
* Any other duties required by the Principal that are commensurate with the grade of this post.
 |
| Safeguarding  | * Staffordshire University Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.
 |

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

*This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.*

**Person Specification**

Post: Business Team Administrative Assistant (Reprographics & Multi-Media)

In your application, please demonstrate how you meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * A\* - C / 4+ or equivalent GCSE in English and maths
 | * Further educational qualifications
 | A |
| Work Related Experience and Associated Skills | * Experience of working in an administration function.
* Well-developed interpersonal skills to be able to relate well to a wide range of people.
* Work constructively as part of a team whilst being able to demonstrate initiative.
* Good communication skills.
* Effective use of ICT
* Proficient in the use of Microsoft Office
* Good communication skills.
* Good organising, planning and prioritising skills.
* Methodical with a good attention to detail.
 | * Experience of school administration.
 | A/LO/I/R |
| Personal Skills/Specialist Knowledge | * Knowledge of photocopiers, printers and cameras.
* Self-critical, awareness of own strengths and development targets, and professional development requirements.
* Ability to work independently, using initiative, sticking to deadlines, completing tasks accountably.
* Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people.
 | * Working knowledge of SIMS and desktop publishing software
 | A/LO/I/R |
| Personal Qualities | * Professional, enterprising, personal impact.
* Outgoing, warm personality, approachable, inclusive.
* Positive, adaptable.
* Energetic and enthusiastic.
* Self-motivated, self-confident, reliable.
* Calm under pressure, emotionally intelligent.
* Sensitivity, fairness, tact and discretion.
* Commitment, generosity of spirit.
 | * Commitment to contribute to academy life
 | I/R |
| A = Application I = Interview LO = Lesson Observation R = Reference |

**Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**