



Job Title : Administrative Assistant

Salary / grade range	Grade 4 (pts 7 - 11), 20 hours per/week Term Time only + 5 full INSET days (permanent) Salary : Full year equivalent £25,682 - £27,463, Actual pro rata £11,710 - £12,483
Location	Co-op Academy Belle Vue
Reports to	Office Manager

Purpose of role:

To provide comprehensive administrative support to the academy, including welcoming parents & visitors, answering telephones, making outbound calls, assisting in running the main reception desk and the student reception desk and providing general admin support as needed.

Key accountabilities (and specific duties / responsibilities):

- To receive visitors to the academy (including identity and safeguarding checks), and to communicate the values and principles of the academy to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To make outbound calls as required, including booking student transport and calling parents
- To administer the parent messaging system, monitoring incoming messages and sending communications as required
- To assist with student first aid and welfare duties, including looking after sick students and liaising with parents and staff etc.
- To undertake routine clerical and administrative support duties on behalf of the academy Senior Leadership Team, via the Office Manager, in relation to the organisation of academy activities.
- To provide general clerical and administrative support, for example, reprographics, photocopying, filing, emailing/faxing, completing standard forms and returns to MCC and outside agencies and responding to routine correspondence.
- To maintain and update all administrative and information systems and processes as



required, including retrieving and collating information to ensure delivery of a high level administrative service.

- To produce lists, information and data as required, for example, students' data and to maintain and collate student reports.
- To assist with academy administrative duties relating to examination invigilation where appropriate.
- To collect and distribute incoming mail, dispatch outgoing mail as appropriate.
- To assist in the administration of academy registration and attendance procedures in line with statutory requirements.
- To attend evening events on request.
- To operate relevant equipment and ICT packages (for example Google Suite, word, excel, databases, email, internet).
- To retrieve information from the academy MIS and update as required..
- To maintain records of stationery supplies and stock, cataloguing and distributing and ordering stock and equipment as required.
- To provide general advice and guidance to staff, students and others.
- Use initiative in time management to organise your own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply 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.
- To be aware of and support equality, diversity and inclusion
- To contribute to the overall values and principles of the academy.
- To attend and participate in relevant meetings as required.
- Help to identify your own personal development needs and to participate in training and other learning activities and performance development as required.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties (commensurate with the post) as may reasonably be assigned by the Head of Academy. This will include administration for the SENDCO.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.



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)
Qualifications <ul style="list-style-type: none"> GCSE in English and Mathematics at C, grade 4 or above 		A
Experience <ul style="list-style-type: none"> Proficient ICT skills and use of ICT software packages to support learning and complete administrative tasks as required Relevant experience in an academy setting (or similar) Experience of dealing and communicating with the public directly and through written/online channels Understanding and experience of safeguarding standards and practices 	Desirable Desirable	A I A I A I A I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Ability to interact positively and productively with students, parents/carers, visitors and staff To have a good working knowledge of MIS To be able to use initiative and have problem solving skills To be able to monitor and evaluate procedures effectively Organise and develop effective systems Take initiative and work independently Work under pressure to high levels of accuracy Prioritise and plan to ensure completion of tasks 		A I A I A I A I A I A I A I



<p>Personal Qualities</p> <ul style="list-style-type: none">• Willingness to keep up-to-date with role specific practice• Is personable, good humoured, confident, committed, resilient, robust and resourceful• A record of reliability and integrity• Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional• Willingness to participate in further training and CPD• To be able to understand and be committed to equality, diversity and inclusion in all aspects		<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>

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.