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**JOB DESCRIPTION - SUPPORT STAFF**

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| Administration Assistant  Responsible to Business Manager and Principal  20 hours per week (initially)  Monday to Friday, term time only  Salary Grade G5-G6 depending on experience (£16,781-£20,138 per annum, pro rata) |

**Job Purpose**

To provide a high quality, administrative support to Dashwood Banbury Academy School Office.

**Objective**

To be part of a highly efficient, effective and flexible administrative team supporting the priorities of the school.

**Qualifications, Attributes and Skills**

1. Typing RSA Stage 2 or word processing equivalent
2. IT skills – Microsoft Word and Excel
3. GCSE English and maths (at Grade C or above) or equivalent preferable
4. Creativity and good organisational skills
5. Willingness and ability to work under pressure, to show initiative and to work to deadlines
6. Accuracy and attention to detail
7. Ability to work effectively with other colleagues as part of a team
8. Excellent communication skills
9. Absolute confidentiality regarding personnel and/or pupil issues
10. Ability to be flexible and to respond to other reasonable requests within the broad remit of the post

**Duties of the post**

1. To undertake word processing and other clerical duties
2. To undertake administrative arrangements on instruction from the Principal and Senior Leadership Team
3. To manage telephone and face to face communications for staff and parents effectively
4. To manage daily routine queries from staff and pupils
5. To support organisation of school trips/events etc
6. To manager first aid facilities
7. To carry out any further duties that could reasonably be requested by the Principal

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| “Dashwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment” |