 

**Job Description**

**Job Title: Administration Assistant**

**Location: Admin/Visitor Reception Office**

**Hours of work: 37 per week/ 43 week per year**

**Reports to: Office Manager**

**Purpose of the Role:**

**To develop and implement a comprehensive, effective and efficient administrative support service to meet school requirements.**

**Responsibilities:**

**Duties:**

**Reception & Admin Work**

* To implement the smooth running of the Academy’s Reception and Admin Support Service, including the provision of reception, postal, switchboard, stationery and hospitality services as required.
* To provide effective reception cover and receive visitors to the Academy and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
* To oversee the Academy’s Reception and Administration office to ensure it runs smoothly on a day to day basis and adhere to the administrative procedures and processes.
* To undertake administrative work assigned ensuring timely completion to deadlines by providing general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA 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 the delivery of a high level administrative service, and produce lists, information and data as required, for example, student data and to maintain and collate reports as required.
* To undertake administrative work relating to H&S and contractor management, including checking contractor DBS information.
* To produce and publish the Academy Newsletter, update the website and assist with publicity and advertising.
* To assist with arrangements for school events, including open evenings, parents’ evenings and celebration and awards ceremonies and, where required to coordinate hospitality across the Academy.
* To be part of the first aid team, providing first aid support to students, staff and visitors as and when required.
* To support reprographics when required.
* To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required.
* To support any Reception & Admin Support Assistants, and or volunteers & temps.

**General**

* To provide cover for other department colleagues when required.
* To participate in meetings, training, other staff development and CPD activities and performance development as required.
* To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
* To assist in the production of marketing displays and literature throughout the Academy ensuring they are neat and attractive.
* To input and retrieve data from the Academy’s management information systems as required.
* To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
* To maintain a tidy and efficient work area from which information is easily accessible.
* To undertake any other duties within the scope and functions of this grade as required.

**NOTES**

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters

**Person Specification**

**Job Title: Administration Assistant**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE or equivalent in Maths and English
* Current First Aid certificate
 | * Administrative / secretarial qualification
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| **Knowledge/Experience** | Specific knowledge/experience required for the role | * Administrative / secretarial record
* Good numeracy skills
* Organisation skills – experience of organising and maintaining electronic and manual filing systems
 | * Experience in an educational environment
* Basic understanding of the learning experience provided by the school
* Knowledge of/working with Google Drive
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| **Skills** | Line management responsibilities  | * Administrative assistants
 | * Ability to provide effective line management where applicable
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| Forward and strategic planning | * Good time management and organisation skills – able to manage own workload, set priorities and meet deadlines
* Organisation skills – experience of organising and maintaining electronic and manual filing systems
* Written – ability to amend template letters, write emails and letters, complete forms and respond to written queries
* Verbal – ability to exchange information clearly in person and by telephone
* Technology – knowledge and experience of using IT packages and databases i.e. Microsoft Word, Excel, Outlook, Progresso
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| Budget (size and responsibilities) | * N/A
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| Abilities | * Relationships – ability to form appropriate relationships internally and externally
* Team work – good experience of effective team and independent working
* Confidentiality – good understanding of confidentiality issues and able to maintain confidentiality at all times.
* Time management – good organisational skills and ability to multitask
 | * Ability to negotiate effectively to achieve best outcomes in all aspects of role
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| **Personal Characteristics** | Behaviours | * Excellent reliability and flexibility and be able to adapt depending on circumstances
* Be able to use initiative
 | * Be able to demonstrate a creative approach to work
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| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
* Equalities – a commitment to and understanding of equal opportunities and the ability to implement this across all areas of work
* CPD – commitment to increasing own learning and development
* H&S – an understanding of H&S in the workplace and how this applies
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