



Administration Assistant

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| Salary / grade range | Level 2, SCP 5 – 6 (18,558 – 18,896) Term Time + 5 days (one week), 37 hours per week |
| Location | Co-op Academy Southfield and Co-op Academy Grange |
| Reports to | Office Manager |

Purpose of role:

To work as a member of the Administration Team providing a comprehensive administrative service across both Co-op Academy Southfield & Co-op Academy Grange

Key accountabilities (and specific duties / responsibilities):

- To be an effective member of the Administration Team contributing to the overall school requirements of administrative and clerical duties as directed by the Office Manager - Tasks including but not limited to:
- Input of accurate student data including, new admissions, attendance, student record updates, CTF management and school meals.
- Manage the running of the front desk, responsible for the door and gate entry system following the strict procedure of signing in and lanyard distribution for visitors, contractors and staff to ensure safeguarding procedures are adhered to.
- Identify and report safeguarding concerns linked to to the safeguarding team
- Assist parents applying for benefits, providing evidence of attendance and support with free school meal applications
- Deal with immediate concerns, problems or emergencies that may arise with a student, staff member or visitor using school and Trust policies.
- Working with students who have complex SEND needs including emotional and behavioural difficulties or physical difficulties
- To work with complex ICT packages including SIMS, EduLink, Google Sheets, Google Docs, Microsoft Word, Microsoft Excel, ParentPay, Civica, InVentry, ID Store.



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- School meal administration. Run reports using ParentPay and Civica to collate data comparisons, provide statements and reports for the Finance Team. Liaise with parents discussing debt management and payment advice, reporting any concerns to the safeguarding team.
- General administration duties as required, including reception duties, filing, reprographics, post, word processing, room bookings, taxi bookings, telephone duties, input information on a range of databases and spreadsheets and any other reasonable request as needed.
- General administration duties as required, that support the delivery of effective teaching and learning including reprographics, displays, resource organisation, ordering and stock management and any other reasonable request as needed.
- To contribute to Academy life and the overall vision and values of the Co-op Academy Trust
- To attend and participate in training, other learning activities and performance development as required
- To comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns immediately
- Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.



Administration Assistant

| Personal attributes required (based on job description): | | |
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| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) |
| Qualifications <ul style="list-style-type: none">● GCSE Maths and English at Grade 9-4 or equivalent● NVQ Level 2 Business Admin● A relevant ICT qualification● First Aid Certificate | Essential Desirable Desirable Desirable | A A A A |



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| <p>Experience</p> <ul style="list-style-type: none"> • Experience of administration and record keeping in an office environment • Experience in using Google Docs, Google sheets, Microsoft Excel, Microsoft Word • Experience of working in a school environment and working knowledge of SIMS • Working with complex ICT packages • Working in a team • Working with students in a pastoral role | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> | <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> |
| <p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Ability to work with a variety of stakeholders including staff, pupils and parents / carers both face to face and on the telephone. • Excellent written and oral communication skills • Working knowledge of SIMS • Strong data input skills, excelling in accuracy and following GDPR protocol • Proficient user of and ability to carry out complex tasks using Google, Microsoft Office i.e. Word, Excel. | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> | <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • High levels of integrity, honesty and credibility and maintain confidentiality in matters relating to its students, parents and carers and visitors | <p>Essential</p> | <p>A / I</p> |



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| <ul style="list-style-type: none"> • Ability to work independently and also as part of a team | Essential | A / I |
| <ul style="list-style-type: none"> • Highly motivated, confident 'can do' problem-solver and self starter | Essential | A / I |
| <ul style="list-style-type: none"> • Quick thinker, able to assess a situation and make an informed decision | Essential | A / I |
| <ul style="list-style-type: none"> • Team player | Essential | A / I |
| <ul style="list-style-type: none"> • Resilience, flexibility and the ability to retain a sense of perspective | Essential | A / I |
| <ul style="list-style-type: none"> • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role | Essential | A / I |
| <ul style="list-style-type: none"> • Good interpersonal, verbal and written communication skills | Essential | A / I |
| <ul style="list-style-type: none"> • Good organisational skills to be able to work under pressure and to deadlines | Essential | A / I |
| <ul style="list-style-type: none"> • Excellent customer service and relations | Essential | A / I |
| <ul style="list-style-type: none"> • Excellent attention to detail and ability to use initiative | Essential | A / I |
| <ul style="list-style-type: none"> • An understanding of and commitment to safeguarding and promoting the welfare of children and young people | Essential | A / I |
| <ul style="list-style-type: none"> • Ability to respond professionally to diverse groups of people and present a positive image to callers and visitors | Essential | A / I |
| <ul style="list-style-type: none"> • Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties | Essential | A / I |



Equality

A personal and professional commitment to equal opportunities, diversity and promoting good race relations.

Candidates should indicate an acceptance of and commitment to the principles underlying the Trusts Equal Rights Policies and practices

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.