

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Administration Assistant	SALARY: Level 3
CONTRACT: Full time/part time/term time tbc	RESPONSIBLE TO: Office Manager

Administration

- Work with the admin team to ensure the effective operation of the academy office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- Provide efficient administrative support to the academy's senior leadership team (SLT).
- Support your line manager in maintaining communication with governors, professional bodies, outside agencies, other academies and organisations etc.
- Support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.
- Update information held on academy's database including student and staff records, emergency contacts and data required for the completion of returns, for example, for the DFE.
- Assist in the preparation of reports as required by line management and external bodies.
- Assist in the setting up and maintenance of archive files and historical data.
- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and within required deadlines.
- Ensure compliance within the academy of data protection regulations.
- Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- Deal with correspondence promptly and as required.
- Any other reasonable duties.

General

- Attend academy events & participate in academy emergencies as required.
- Attend training sessions and meetings as required
- Keep up to date with developments and changes to academy policies and procedures.
- Undertake first aid training and responsibilities as required.
- Provide cover for absent colleagues.

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PERSON SPECIFICATION

Administration Assistant

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
GCSE to level C in English and mathematics or equivalent (minimum)	Yes		A

NVQ3 in admin or equivalent		Yes	A
KNOWLEDGE AND EXPERIENCE			
Admissions experience gained in a school or education environment		Yes	A
Office/administration experience commensurate with post	Yes		A
SIMs experience	Yes		A
Good ICT skills including databases, spreadsheets and the Microsoft programmes and the ability to support and train colleagues in the use of such programmes	Yes		A
Knowledge of Every Child Matters and safeguarding procedures	Yes		A I R
SKILLS AND ABILITIES			
Able to work on own initiative and prioritise workload	Yes		A I R
Able to work to tight deadlines	Yes		A I R
Able to communicate clearly and effectively in writing and verbally	Yes		A I R
Able to respond to a wide range of enquiries	Yes		A I R
Good record maintenance skills including information retrieval	Yes		
Accurate and quick data input skills	Yes		I
Able to analyse data and extract reports and other information to be used by others	Yes		
Awareness of the need for confidentiality	Yes		A