**SUPPORT STAFF**

**JOB DESCRIPTION**

| ROLE TITLE | Admin Assistant Apprentice |
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| **GRADE / SCALE POINT – SALARY** | Grade 2 Point 3-4 |
| **REPORTING TO** | PA to the Headteacher |

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

Under the direction of the Headteacher, the Admin Assistant Apprentice will be part of the admin team who will compile and maintain pupil records, administer school dinner and pupil attendance and punctuality programmes, and provide other clerical and administrative support to the school.

KEY TASKS & RESPONSIBILITIES
Administration

a) Provide back up as first point of contact for visitors and carry out security and safeguarding procedures, ensuring that all visitors sign in and out and are issued with ID badges

b) Notify appropriate member(s) of staff of the arrival of visitors. Ensure that visitors do not enter the mains school building without an escort, unless this has been authorised by the person they are visiting

c) Provide back up to colleagues in the school office to act as the central information and communication point with regards to queries and requests for information from parents and other individuals/organisations

d) Control pupils signing on and out during school hours

e) Take delivery of items if required. Notify the addressee arrange removal. Arrange for return of items as requested

f) Make, receive and redirect telephone calls, including voicemail, text and email communications. Take messages and ensure that these are passed on as quickly as possible.

g) Providing general administrative to support the efficient running of the school and the other staff in the office

h) Supporting with administration regarding school dinners

i) Despatch information to parents/carers in accordance with agreed deadlines including information for trips/Visits and school events

j) Assist with year end archiving

k) Complete accident and communicable diseases reports and submit them to the PA for the Headteacher for checking and signature before submitting to the relevant authorities

**SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**PERSON SPECIFICATION**

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| **KNOWLEDGE** | | |
| **Technical or Specialist** | • NVQ or equivalent in a relevant subject | • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc<br><br>• Awareness of health and safety procedures<br><br>• Experience of one to one support, where appropriate<br>• |
| **Literacy and Numeracy** | • Recognised competence in literacy and/or numeracy | • Knowledge of computer systems relevant to the school |

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| | • Ability to read and understand school policies and procedures relevant to area of work<br><br>• Ability to complete reports such as incident report form, behaviour log, progress report etc<br><br>• Ability to set out letters/documents and to use grammar correctly<br><br>• High level computer literacy<br><br>• Able to maintain routine records such as school dinners, attendance, supplies | |
| **Organisational** | | • Knowledge of school policies and procedures<br><br>• Knowledge of basic health and safety responsibilities and safeguarding procedures<br><br>• Knowledge of school administrative procedures such as ordering/incoming and outgoing post |
| **Equipment / Materials** | • Accurate keyboard skills.<br><br>• Ability to use / operate general office equipment e.g. printers, photocopiers, binder, computers<br><br>• Help students to use tools and equipment as required to support learning | |
| **Research** | • Assist Headteacher with information gathering and resources as appropriate<br>• Assist staff with information gathering and resources as appropriate | |
| **Problem Solving** | • Ability to recognise and resolve or report problems<br>• Ability to check stock deliveries accurately | |
| **Planning** | • Ability to prioritise own workload | |

| Interpersonal and Communication | <ul><li>Sensitivity to students' needs</li><li>Advising and guiding students on the best way to handle situations</li><li>Ability to remain calm under pressure</li><li>Ability to communicate clearly</li><li>Ability to encourage participation and give feedback to students/parents</li><li>Ability to maintain appropriate level of confidentiality</li></ul> | |
|---|---|---|
| Level of Autonomy | <ul><li>Ability to make day-to-day decisions about own workload, within clear guidelines and procedures.</li><li>Ability to make decisions on when to refer queries/problems e.g. Headteacher, DSL etc.</li></ul> | |