SENIOR ADMINISTRATION ASSISTANT

JOB DESCRIPTION

THE POST

Working across the Federation as directed, taking responsibility for the effective running of administration, and ensuring that external communication is consistent and comprehensive.

SUMMARY OF MAIN DUTIES

* Assist and support team’s line manager to ensure effective administration and communication across the Federation.
* Coordinate and organise Federation administration, prioritising and completing work to an exceptional standard.
* Ensure that the Federation is professional in all its dealings with key stakeholders, maintaining data protection and confidentiality at all times.
* Proficiently use office equipment and software, including school-specific software.
* Deputise and cover for colleagues when required, i.e. in the case of absences.
* Deal effectively with enquiries and requests from students, staff, parents and other stakeholders, in line with Federation policies and procedures.
* Ensure nominated colleague/s are trained and briefed to assist in event of absence.
* Help to maintain diaries of others, including the Federation’s calendars.
* Lead with the administration and organisation of a specific area, including but not limited to: work experience, electives, trips, reception, recruitment, reprographics, performing arts, student progression, SEN, organisation of peripatetic lessons, and attendance.
* Lead in the administration, organisation and delivery of Federation projects and events (may include some out-of-hours work).
* Maintain digital and paper records, archiving in accordance with the data protection act.
* Liaise with external suppliers and contractors, overseeing contracts as required.
* Prepare agendas and reports for meetings, attend and prepare minutes of meetings and take follow-up action as required.
* Liaise with professionals in order to support the educational development and well-being of students.
* Manage the production of any external communication, ensuring it is to a high standard and within the required timeframe, proofreading as required.
* Assist in the administration of Federation websites, uploading and managing content where required.

FEDERATION

* Support the vision and ethos of the Federation.
* Set a good example in terms of dress, punctuality and attendance.
* Implement and uphold Federation policies.
* Uphold routines for learning and uniform.
* Contribute to monitoring and evaluating the success of the Federation.
* To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.

SAFEGUARDING, HEALTH AND SAFETY

* All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation.

OTHER DUTIES

* This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.
* Any other reasonable duties as requested by the Executive Principal.

PERSON SPECIFICATION

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| ESSENTIAL | DESIRABLE | EVIDENCE |
| COMMITMENT  A clear recognition of and commitment to all our aims as a high performing Federation.  Smart business dress is essential. The Federation has a dress code. | Evidence of the commitment to education. | Letter of application.  Portfolio of work (where appropriate).  Interviews. |
| QUALIFICATIONS A good basic level of education with at least 5 GCSEs at A\*-C including English and Mathematics. |  | Application form. |
| EXPERIENCE Experience of working within a professional office environment.  Evidence of successfully working as part of a team.  Ability to work accurately and to specific timescales.  Proficient in the use of Microsoft Office products including Excel and Word.  Excellent eye for detail.  Excellent communication skills. | Experience of preparing agendas and taking minutes.  Experience in customer-facing role.  Experience of overseeing administration surrounding projects and events.  Touch typing speed typing skills. | Interviews  References  Portfolio of work  Letter of application |
| STAFF DEVELOPMENT An understanding of the importance of training.  A proven desire to improve. | Evidence of further training and / or qualifications. | College forms.  Letter of application.  Interviews. |
| RELATIONSHIPS An ability to work with our students.  Good listening skills, the ability to communicate effectively and to work as part of a team with staff, College members, parents and members of the local community.  Willingness to work flexibly. |  | References  Interviews  Letter of application |