

Job Description

Post title: Business Administration Assistant
Grade: Grade 3 - £14,600 - £15,700 actual salary
Reports to: Team Leader
Position: 37 hours per week, term time only

Purpose of the Post

The provision of varied clerical, administrative and financial support to the school.

Main Duties and Responsibilities

- To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making
- To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication
- To maintain electronic and manual records
- To work to a defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding
- To provide advice, guidance and support to other business administrative staff/apprentices as required
- To support team members to ensure that quality, performance, standards and deadlines are achieved.
- To take an active part in reviews/quality assurance within own area of responsibility, identifying problems or issues.
- To support systems and processes to meet business and educational support needs and to ensure the high quality of information held
- To help resolve issues to ensure that effective business and educational services are maintained
- To provide business and administrative support to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided.
- To undertake numerous administration tasks on behalf of the Academy
- Personally, and through business and educational support team members, assist in the delivery of the targets set down in the Academy AIP and Trust ADP, as well as through Team and Individual Improvement Plans.
- Build positive relationships with other staff and colleagues across the Partnership and embed a collaborative working culture in the Academy.
- Ensure that business and educational support is delivered following tight principles.
- To manage fluctuations in workloads within the resources available.
- To help resolve low level issues to ensure effective business and educational support is maintained
- Demonstrate a commitment to the ongoing development of yourself and others.

Academy specific responsibilities:

- Provide an efficient service to students arriving in house reception, dealing with aspects of behaviour, pastoral care and support
- Support the Heads and Assistant Heads of Houses with a wide variety of administrative tasks throughout the academic year
- Lead in the organisation and administration for parents' and achievement evenings
- Communicate with students, parents/carers and outside agencies via all methods of communication including Parentmail
- First Aid provision, handling and issuing student medication.

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- Diverse Academies promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good standard of secondary education to GCSE level or equivalent and a good standard of literacy and numeracy	✓		Application form
Experience, knowledge and understanding			
Minimum 2 years' experience in an administrative work setting		✓	Application form / Interview / Portfolio of work / References
Experience of carrying out a varied range of administrative and business duties	✓		
Able to interpret written and verbal instructions to carry out processes with regular supervision	✓		
Working with a variety of IT systems including word processing, spreadsheet and database operation	✓		
Handling information in accordance with the Data Protection principles, dealing with confidential and sensitive information	✓		
Personal attributes and qualities			
Good interpersonal and communication skills including contributing to meetings	✓		Interview
Good planning and organisational skills	✓		
Can demonstrate efficient collaborative and flexible working	✓		
Ability to identify issues that could impact on service delivery	✓		
Able to empower, support and motivate colleagues	✓		
Other			
Able to work flexibly including some travel across the geographic coverage of the Partnership	✓		Interview
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		Pre-employment checks
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		