



Job description - Admin Assistant

Line Manager: Business Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role:</p>	<p>The overriding purpose of this post is to provide administrative duties within school and to work closely with other team members, the Business Manager and Headteacher to create an environment in order to promote and develop the highest achievement of both students and staff. The key areas:</p> <ul style="list-style-type: none"> • General Administrative duties in line with day-to-day school operations and functioning, including parent liaison and communications.
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • To cover Reception, greeting visitors and receiving telephone calls as required. Providing a warm welcome for parents, visitors and colleagues, and dealing with their requests in an efficient and professional manner. • To supply administrative support using Word, Excel, School Comms, Arbor (MIS System) and various other IT packages. • Ensure the effective use of resources. • To follow school procedure in preparation for trips and visits, sending school communication to parents/guardians in line with the School Trip and Visit Protocols. • Updating the website as required. • To support with the planning of Immunisations and updating care plans. • To support with Wisepay (school electronic payment system) enquiries and queries. • Manage deliveries and post. • Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school as directed by the Business Manager. • Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, and Safeguarding/Child Protection. • Ensure all Trust safeguarding requirements are met in relation to HR • Promote the values and ethos of the Trust and Trust schools • Identify personal training needs with the line manager and work actively to develop professional expertise by participating in on-going professional development • Ensure that personal knowledge base is in keeping with the school's needs at all times



- Undertake all duties with due regard for Health and Safety regulations
- Comply with all school policies and the School Code of Conduct

NOTE:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.



Person specification – Admin Assistant.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE(or equivalent) particularly in English and maths; • Excellent communication skills, both verbal and written. 	<ul style="list-style-type: none"> • An administrative or secretarial qualification. • Level 3 in Customer Service/Business Administration
Experience	<ul style="list-style-type: none"> • Worked in an office environment with a strong customer service ethos • Worked successfully and co-operatively as a member of a team. • Experience of using systems for data and reporting 	<ul style="list-style-type: none"> • Experience of a school office environment.
Professional Values	<ul style="list-style-type: none"> • Establish and maintain good professional relationships with pupils, parents and colleagues; • Adopt a flexible approach to working and be supportive of colleagues, sharing workloads where appropriate. • Demonstrate a team-centred approach to work; • Promote the school’s vision and aims • positively. 	



Knowledge and Understanding	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. • Be competent in the use of office-based ICT Programs (Outlook, Word and Excel). 	
Skills	<ul style="list-style-type: none"> • High standards of accuracy and attention to detail • Establish and develop appropriate relationships with all stakeholders; • Communicate effectively, both verbally and in writing, with a variety of audiences; • Prioritise workloads in an environment with conflicting demands; • Have excellent time management and organisational skills; • Be able to work under pressure and meet deadlines; • Take initiative; • Work independently. 	<ul style="list-style-type: none"> • Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office and take responsibility for implementing them.
Personal Skills	<ul style="list-style-type: none"> • Be calm and patient; • Be approachable and empathetic; • Be organised and resourceful; • Be able to multi-task; • Be discreet, tactful and understand the need for confidentiality; • Be committed to the best possible outcomes for pupils, the team and the school; • Be smart of appearance. 	

Safeguarding	The Admin Assistant must be willing to undertake an Enhanced Disclosure and Barring check, undertake a pre-employment health check and provide 2 satisfactory references.
--------------	---