

JOB DESCRIPTION

ADMINISTRATION ASSISTANT **(TERM TIME ONLY)**

Job Purpose

To undertake a variety of administrative tasks to support the efficient running of the Administration function at Great Oaks School (West Site and South Site).

Responsible To

The Business Leader (Human Resources and Administration) with day-to-day supervision from the Office Lead.

The post holder will, at all times, carry out their duties in accordance with the policies of the Special Schools Trust.

Hours of Work and Salary

Monday to Friday, 8.30 am to 4.30 pm (37.0 hours per week) (one day 4.00 pm finish to be agreed with Business Leader), plus 30 minutes unpaid lunch break.. Term time only. FTE £26,562 per annum, pro-rata £22,782 per annum (44.6 weeks).

Location

This role will be based at Great Oaks School (South Site and West Site), days worked at each site to be determined, and working from other Trust sites may be required.

Job Purpose

- To support the Office Lead in undertaking a variety of administrative and clerical tasks to support the efficient running of the School.
- To provide an effective administration service to the school including, but not limited, to undertake letter writing, collation and distribution of correspondence, reports, minutes and other documents as required.
- General administration support, including and not limited to answering the telephone, meeting and greeting visitors and dealing with routine enquiries.

The Specialist Schools Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Responsibilities:

1. To assist the Office Lead in the effective day-to-day running of the administration function.
2. To provide administrative support for the pupil annual review process including preparation and collation of documentation, issuing invitations, and other supporting documentation.
3. To undertake typing, collation and distribution of correspondence, reports, minutes and other documents as required.
4. To undertake administrative duties including photocopying, filing and shredding.
5. To carry out pupil administration duties including the preparation and maintenance of pupil folders and to accurately input and maintain pupil data in the School MIS (Arbor).
6. Assisting with the pupil new starter and leaver process in accordance with the School's policies and procedures.
7. Writing letters, creating documents and collating data for monthly reports as required.
8. To cover the Reception Desk as and when required by answering the telephone, meeting and greeting visitors and dealing with routine enquiries.

To assist the Business Leader (Human Resources and Administration) and Office Lead with any other general administration tasks or projects.

Supporting the School

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of School life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the School's Health and Safety Policy.
5. Take part in the School's appraisal system.

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