

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Administrative Assistant</b>		
<b>Reports to:</b>	<b>Administration Manager</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Administration</b>	<b>Job Code:</b>	<b>Term Time + 10 days holiday working</b>
<b>Location:</b>	<b>Furness Academy</b>	<b>Evaluated Grade:</b>	<b>Scale 5-6</b>

## 1. JOB PURPOSE:

Under the guidance of Administration Manager, be responsible for undertaking administrative and organisational processes within the academy. Assist with the planning and development of support services

## 2. ACCOUNTABILITIES:

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors via the InVentry system.
- Assist with liaising with parents/staff, students and visitors.
- Adhere to policies and procedures, specifically in relation to safeguarding children and the security of the academy site. This includes the effective and accurate operation of the 'signing in' and 'signing out' procedures for visitors and students.
- Ensure visitors to the academy are provided with badges and are aware of the Fire Alarm procedure.
- Operate the telephone system, taking and delivering messages, dealing with simple queries, transferring calls and contacting parents and others as directed.
- Log late students in line with academy policy and produce summary reports as directed.
- Undertake bulk photocopying.
- To receive and appropriately deal with all incoming electronic communications to the main academy e-mail address e-mail address and to use own judgement to redirect appropriately.
- Occasionally assist in arrangements for academy trips, events, etc.
- To contribute to planning, development, design, organisation and monitoring of support systems/procedures/policies for teachers in relation to the curriculum.
- Under the direction of the Administration Manager, to produce high quality key documents for both teaching and associate staff, including, but not limited to, resources for the curriculum for approval.
- Under the direction of the Administration Manager, to produce simple and complex documents to support the delivery of a high-quality curriculum to students via the teaching staff.
- To assist with the production, collation and distribution of letters to parents and others as directed by the Administration Manager and Middle and Senior Leaders.
- To assist with the production of leaflets, display work, teaching materials, classroom aids and brochures as required to a high standard.
- Liaise between managers/teaching staff and associate staff.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Under the direction of the Administration Manager, train and develop staff as appropriate.
- To assist with the provision of print services to the academy, specifically but not limited to organising the maintenance, repair and servicing of photocopying machinery.
- To ensure that all copyright procedures are adhered to.
- Assisting in the setup, configuration and maintenance of the school laptop scheme.
- Obtaining information on software and hardware issues from students to relay to the IT team to resolve.
- Assisting in the implementation and management of school technology initiatives.
- Maintaining inventory of all technological equipment and software licences.

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## Administration

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, produce documents /letters using standard templates as directed.
- Maintain, as directed, manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. students' data.
- Undertake typing and word-processing and other IT based tasks.
- Assist with efficient and accurate filing, including archiving, of electronic and paper records.
- Undertake the efficient and accurate daily dispatch of outgoing mail.
- Undertake administrative procedures.
- Maintain, produce, collate and distribute reports as directed.
- To administer first aid as and when required.
- Produce, and respond to, complex correspondence in relation to the curriculum, for the approval of individual teachers.
- Undertake administrative procedures.
- Under the direction of the Administration Manager, provide statistics regarding costs and efficiency of machinery
- To assist with efficient and accurate filing, including archiving, of electronic and paper records.
- To provide general administrative support and reception duties at the direction of the Administration Manager.

## Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Provide general information to staff, students and others.
- To personally operate photocopying, printing, laminating and other equipment required to produce high quality documents.
- To operate relevant equipment/ICT packages
- Provide advice and guidance to staff and others on the production of curriculum materials
- Undertake research and obtain information to inform decision.

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Occasional attendance at meetings outside normal hours.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

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## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- NVQ 2 or equivalent qualifications or experience in relevant discipline
- GCSEs including English and Maths at grade C or above
- Current first aid certificate or a willingness to undertake qualification

#### Preferred

- Formal ICT qualification
- Evidence of further training in academy-based support
- Professional qualification in data analysis or similar

### Previous Experience:

#### Essential

- Experience in Microsoft Office applications and SIMs
- Experience of development, management and operation of administrative systems
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Knowledge of student registration regulations

#### Preferred

- Experience of development, management and operation of administrative systems in a academy-based setting

### Job Specific Skills:

#### Essential

- Very good numeracy/literacy skills
- Excellent verbal and written communication skills
- Effective use of ICT and other specialist equipment/resources
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities