



Job Description

Job Title: HERS Administration Assistant

Location: Broadlands Academy

Hours of work: 18.5 hrs per week

Reports to: HERS Operations and Data coordinator

Purpose of the Role:

Under the overall direction of the HERS Manager, assist in supporting financial, human resource and administrative support for the Service undertaking a range of financial, clerical, attendance, safeguarding, data entry and reception duties. To develop and maintain the existing systems under the direction of the Manager and in liaison with AET hub staff, and line managed by the existing HERS Operations and Data Coordinator.

Responsibilities:

Administration

- To provide a confidential and comprehensive administrative support service to the manager, operations and data coordinator and HERS teachers, and other sub-contracted companies or experts, including Office applications support, G suite software, maintenance of general and confidential filing systems in line with GDPR and ensuring the smooth administration of the service.
- To provide a reception base and telephone enquiry/answering service ensuring that all visitors and callers are dealt with promptly and enquiries handled and information provided in a courteous and friendly manner.
- To be trained, updated and competent in administering the following databases and emails alerts - Egresso, BANES SEND, BANES Virtual school, TUTE communication, Globalscape secure platform, Progresso/ACloud - ensuring these are used and shared appropriately.
- To assist in ensuring an effective TUTE partnership - set up courses, collate attendance and share safeguarding alerts.
- To work with the Operations and Data coordinator to plan and maximise learning for the HERS caseload, completing authorisations forms to communicate decisions to HERS staff.
- To assist the Operations and Data coordinator, ensuring effective and accessible communication with all stakeholders, hospital staff, pupils, parents/guardians and the general public.
- To assist in organising the schoolroom and office so that routine clerical functions are undertaken efficiently, including reprographics, stock control, safety checks and inventories.
- To support miscellaneous administrative duties such as the ordering of materials and resources, receiving deliveries, liaising with outside contractors and suppliers, supporting quality assurance, arranging logs and prompts regarding safety testing.
- To provide ICT support for students and staff, liaising with contractors, where appropriate.
- To ensure that learner personalised records and other registers and documentation are accurately maintained, including ACloud/Progresso and keep attendance meeting notes.
- To assist with note taking at specified meetings.
- With the Operations and Data coordinator, ensure that effective internal and external working relationships are maintained with other services, organisations and agencies relevant to the work of the team both in BANES and adjoining counties. This includes calls, emails, logs, files, processes, audits and monitoring.
- With the Operations and Data coordinator, ensure the effective and efficient implementation of Local Authority and AET policies and the achievement of the Local Authority's and AET's objectives, including financial ones in accordance with their vision and values.



- To assist in the collection and report data for commissioners.
- To assist in ensuring the team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
- To contribute to multi-agency initiatives as required for the LA including SEN and LAC tasks.
- To contribute to co-operative working across services including CAMHS, CFS and other medical professionals.
- To support to ensure that pupil personal records, medical records and other registers and documentation are accurately maintained, admissions procedures undertaken, census returns done, reports despatched to schools and other agencies in B&NES and other local authorities and statistical returns made as and when required and ensuring that that all personal information is maintained in a secure environment in accordance with the GDPR.
- To respond to information requests by the team via the line manager.
- To assist the Operations and Data coordinator arranging staff allocations following manager decisions at SPA Panel.
- To provide timely attendance figures and data regarding learning platforms to schools and colleagues.

Finance duties

- To assist in the completion of spreadsheets and databases, input and to retrieve management information.
- To undertake necessary record-keeping activities in respect of Egresso (or similar).
- To obtain purchase order numbers where required.
- To assist in the preparation of spreadsheets for AET Finance to invoice each school termly.
- To assist in resolving queries relating to invoices.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: HERS Administration Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Educated to a good GCSE level (including English Language, Mathematics or equivalent). 	<ul style="list-style-type: none"> BTEC/NVQ or similar in Business and Administration.
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Must have at least three years' previous experience of office/business administration. 	<ul style="list-style-type: none"> School administration experience. Knowledge of School attendance procedures. Strong working knowledge of Government Education systems.
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Forward and strategic planning	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Abilities	<ul style="list-style-type: none"> Must demonstrate good communication, interpersonal and organisational skills and a high degree of initiative. The ability to word process and lay out documents and spreadsheets to a high standard is essential. Must be proficient in the use of Microsoft Office, or similar. The post holder will be expected to maintain confidentiality and on occasions may experience situations which could be upsetting, challenging or threatening. 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> 	



	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying students work, assist students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs. • During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal 	