

Post Title: Administration Assistant
Scale: Grade 3, point 2 (£10,465 – for 25 hours)
Hours: 25-30 hours per week
Weeks: Term time, plus 10 days (40 weeks)

Core Purpose:

To provide an efficient and effective administration service to the Academy.

Main Responsibilities

- Provide clerical and administrative support, including scanning, photocopying, filing, faxing and emailing, as appropriate to staff as necessary.
- Answer telephone calls, directing through to the relevant people and helping with queries where possible.
- Provide cover for the Academy Receptionist if required.
- Prepare and edit correspondence, presentations and other documents, as instructed.
- Assisting with various administrative tasks and duties, utilising word, excel, outlook email and the use of local Management Information Systems (where training will be given).
- Develop and maintain electronic and manual systems in an efficient and effective manner in line with the GDPR Retention Policy, as well as file and retrieve documents and reference materials.
- Arrange, co-ordinate and communicate details for meetings, training and events, including booking meeting rooms and providing refreshments; also attend meetings and events, as required.
- Distribute incoming mail, frank and send outgoing mail.
- Receive, sort and distribute all packages, deliveries and mail.
- Ensure that the reception area is kept smart and tidy.
- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Maintaining and updating school information, records and databases.
- To work in a confidential environment in protecting data under the GDPR regulations
- Any other duties deemed appropriate to the role.
- Undertake training and duties required to complete an externally assessed qualification.

The job description is subject to review and may be changed following consultation with the post holder.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.