SPECIALIST SCHOOLS TRUST

Administration Assistant

Contract: Full time (term time only), permanent

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 £28,607 per annum, pro-rata £24,536 per annum (44.6 weeks).

Location: School-based, with travel across the Trust where required.

Responsible to: Business Lead

The post holder will carry out all duties in accordance with the policies and values of the Specialist Schools Trust.

Role Purpose

- To support the Office Lead in undertaking a variety of administrative and clerical tasks to support the efficient running of the Schools.
- To provide an effective administration service to the schools 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.

Responsibilities

- To assist the Office Lead in the effective day-to-day running of the administration function.
- To provide administrative support for the pupil annual review process including preparation and collation of documentation, issuing invitations, and other supporting documentation.
- To undertake typing, collation and distribution of correspondence, reports, minutes and other documents as required.
- To undertake administrative duties including photocopying, filing and shredding.
- 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's MIS (Arbor).
- Assisting with the pupil new starter and leaver process in accordance with the school's policies and procedures.
- Writing letters, creating documents and collating data for monthly reports as required.
- 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 Trust

At an appropriate level, in line with the role, grade, and training received, all employees are expected to:

- Support the aims, values, mission, and ethos of the Specialist Schools Trust and contribute positively to a collaborative team culture.
- Attend and contribute to staff meetings and INSET days, identifying areas for personal development.
- Take responsibility for safeguarding and promoting the welfare of children, maintaining confidentiality in line with trust and school policies.
- Be aware of and act in accordance with the schools' Health and Safety Policy.
- Participate in the trust's appraisal process.

The post holder may be required to undertake additional duties not listed above, where these are commensurate with the role and appropriate training is provided.