



North East
Learning Trust

WE'RE LOOKING FOR AN

ADMINISTRATIVE

ASSISTANT

TO JOIN OUR TEAM

Administrative Assistant

Required for March 2020

Salary / payscale: SCP 1-3

£17,364 - £18,065 (whole time, additional holidays can be purchased)

We are looking for an enthusiastic and experienced Admin Assistant to join our team of committed staff providing administrative support in our new Head Office. This is an exciting opportunity to join a growing Multi Academy Trust.

We can offer:

- A vibrant learning community with highly motivated children and staff.
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- Opportunities for continuing professional development.

The successful candidate will:

- Have good literacy and numeracy skills
- Have knowledge of core administrative functions in an office setting.
- Have the ability to work as part of a team.
- Have sound administrative skills, including organisational and interpersonal skills.
- Have the ability to use relevant ICT applications.
- Have the ability to maintain high levels of confidentiality

Deadline:

Wednesday 5 February

Shortlisting will take place Thursday 6 February with interviews taking place week commencing 10 February.

How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to faye.chase@nelt.co.uk.

Job description

Responsible to

Office Manager

Generic responsibilities:

- To be the Trust's friendly front face, providing general reception duties.
- To provide the highest levels of administrative support and customer service to Head Office (Finance, HR, Governance, Estates, ICT and Health and Safety) and the wider Trust community
- To provide administrative support to senior leaders.
- To provide administrative support for events.
- To support Head Office with administrative tasks.
- To ensure that the highest level of customer service is offered to all.
- To answer the telephone and respond to emails in a polite, timely manner.
- To direct calls and take messages ensuring they are passed onto the relevant person.
- To monitor security and ensure visitors to the site are dealt with appropriately.
- To distribute incoming mail and organise outgoing mail.
- To support the administration of room bookings.
- Hospitality.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Knowledge of core administrative functions in an office setting 	<ul style="list-style-type: none"> • GCSE grade C in English and Maths or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative/customer services setting 	<ul style="list-style-type: none"> • Relevant experience in a school/ educational setting • Experience of working within financial procedures including cash handling
Skills and competencies	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Enthusiastic • Ability to work alone • Ability to work as part of a team • Sound administrative skills, including organisation and interpersonal skills • Ability to use relevant ICT applications e.g. MS Word, Access, Excel • Ability to maintain high levels of confidentiality • Have an eye for attention to detail • Be ambitious 	<ul style="list-style-type: none"> • Flexible approach to work

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.