



Job Description

POST: **Administrative Assistant**

RESPONSIBLE TO: Office Manager

GRADE: NJC 7 - 11

LOCATION: Oasis Academy Oldham

WORKING PATTERN: **Full time, 52 weeks per year**

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: Provide a first-class exceptional service answering phone enquiries and providing organised and comprehensive, high quality administrative support.

RESPONSIBILITIES:

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised, and deadlines are met
- To organise and allocate class cover for absent staff, including liaising with external agencies to arrange supply staff
- To receive and process incoming calls, passing on messages to the appropriate staff.
- To be the main contact for all correspondence regarding free school meals, collating and updating the Academy free school meals records with data received from the Local Authority.
- To undertake reprographic tasks, ensuring that departments are supported
- To maintain and update student records
- To prepare large scale distribution of letters both via paper and the parental communication apps
- To operate the school telephone switchboard, answering calls and either transferring or taking messages as appropriate
- To greet visitors at reception, answer queries or advise member of staff of arrival, as appropriate.
- To cover all reception duties during break, lunchtimes and staff absence
- To draft and type letters, documents and reports, some of a confidential nature.
- To input into designated information management systems and to use, download and distribute associated output as required.

- To maintain accurate records and files, contributing to the development of administrative systems and processes.
- To record and frank outgoing mail.
- To assist with the advertising of posts, preparing and posting application packs, inviting candidates for interview and requesting references
- To carry out other administrative duties as mutually agreed.
- To organise refreshments, set up meeting rooms and undertake hospitality duties

Core Duties

- To support the academy ethos
- To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required
- To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, mission statement, regulations and policies of the academy and its commitment to equal opportunities.

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other Duties

1. The post holder will be subject to performance objectives agreed annually.
2. The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
3. cover a lunchtime duty point every day as directed

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Admin Assistant

Person Specification



Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good levels of literacy and numeracy • GCSE Maths and English grade C (or equivalent) • First Aid at work qualification or willingness to undertake training • Evidence of commitment to continued professional development 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience of working in a busy reception/office environment • Good understanding of safeguarding procedures in a school setting • Effective time management skills and the ability to be proactive and efficient • Ability to work to agreed quality levels and service standards • Accurate and efficient word processing skills • Good interpersonal skills and the ability to communicate effectively both orally and in writing • Ability to assimilate information quickly • Excellent organisational skills • Ability to work cooperatively and sensitively with others, both independently and as part of a team • Ability to create a professional and welcoming office environment for staff, students and visitors • Committed to personal professional development and training 	

Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and motivated • Committed to equal opportunities and working in a multi-cultural environment • Ability to display a calm, tactful and responsible attitude • Flexible approach and the ability to adapt to change within the working environment • Ability to take instruction and to work on own initiative • Willingness to undergo appropriate checks, including enhanced DBS checks • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. 	
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