



JOB DESCRIPTION

Job Title:	Administration Assistant
Accountable To:	Principal & Governing Body
Responsible To:	Academy Secretary
Salary:	£19,000.00 - £22,027.00 (S1 to S6) (for full time)
Salary:	£16,891.00 - £19,582.00 (S1 to S6) (for term time + two weeks)

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- To maintain a welcoming and appropriate impression on the reception desk as first point of contact to the Academy
- To provide efficient and professional support to staff, parents, students and visitors through email, telephone, intercom, radio and face-to-face contact
- To arrange Academy events
- To use the Academy's systems and bespoke systems to carry out duties, including Office, Outlook, SIMS, EduLink
- To perform all aspects of the Academy's general administration as directed by your Line Manager
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people in full compliance with area Child Protection procedures
- To obtain and maintain an up to date First Aid certificate to enable you to support the Academy's provision of first-response aid as required

DUTIES

1. Maintain all aspects of reception duties including, but not limited to, welcoming visitors, supporting staff, student queries, 'on-call', word processing, postal and email mailings, key management, reprographics, telephony and filing
2. Sort/distribute incoming post and internal post. Prepare outgoing mail for collection
3. Undertake daily liaison with Inclusion and Supervision to arrange resources for students

4. Co-ordinate external resources including reprographics engineers, taxis and immunisations
5. Order office supplies/consumables as appropriate for the administration department
6. Contact parents of high profile students on daily basis as per the schedule
7. Assist in the organising of Parents Evening, school trips including Academy Days and other events on the Academy calendar
8. Assist with uniform discrepancies
9. Respond to emails, 'Office' emails, phone calls and support requests in a timely manner
10. Update and maintain student records on SIMS as required
11. Inform teaching staff of issues/concerns arising from discussions with students
12. Initial point of contact for Lost Property; records to be maintained
13. Use EduLink to inform parents/guardians of important information including, but not limited to, detentions, instructions from staff, school closures and reminders for parents
14. Running of reports including, but not limited to, contact lists with medical conditions for trips, weekly contact list for fire evacuation purposes
15. Keep forms and reports copied and replenished for staff use
16. Liaison with other departments including Finance, Kitchen and Site Management may be required to complete various duties
17. Support the TL and administrative team in the event of planned and unplanned absences
18. Provide first-response aid as required
19. Ensure all First Aid boxes and cabinets are adequately stocked and in date
20. Ensure replacement student medicines are requested from parents in a timely manner

Other Duties

1. Set a good example in terms of personal presentation, attendance and punctuality
2. Recommend solutions for areas of improvement in processes and procedures

Health and Safety

1. Undergo Basic First Aid training and update courses
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare
4. Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur

Continuing Professional Development

1. Participate in an induction programme that includes safeguarding training
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy
3. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available
4. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
5. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice