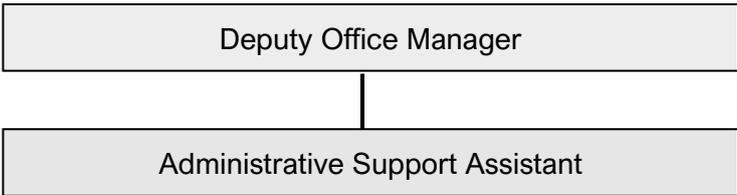




## Job Description

<b>Role</b>	<b>Administrative Support Assistant</b>	<b>School/Department</b>	<b>Maiden Erlegh School in Reading</b>
<b>Grade</b>	Grade 3, Spinal point 5 to 6	<b>Reports to</b>	Headteacher's PA & Office manager
<b>Job evaluation code</b>	MER036	<b>Date of evaluation</b>	April 2022
<b>Purpose</b>	To provide first class customer service to staff, parents, and visitors. To support teaching colleagues in maximising extra-curricular and enrichment opportunities for our students through the provision of high-quality admin support. To support first-aid provision across the school.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Staff, students, parents, visitors, other agencies	None	None
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>• Act as nominated admin support for certain departments.</li> <li>• Supporting teaching colleagues with administration processes relating to extra-curricular and enrichment opportunities, particularly relating to the Evolve trips management system.</li> <li>• First aid support.</li> <li>• Deputising for other members of the admin team to cover absences.</li> </ul>		
<b>Main duties and responsibilities</b>	<p>To provide a full range of administrative support, including:</p> <ul style="list-style-type: none"> <li>• Producing and sending out standard letters via our e-communication system and by post.</li> <li>• Working with other members of the support team to reduce the administrative burden of trips on teaching staff, thereby maximising enrichment opportunities for our students.</li> <li>• Supporting teaching staff in the administration of extra-curricular clubs.</li> <li>• Managing the parents' evening process and working with pastoral staff to maximise the level of parent attendance.</li> <li>• Working with the allocated HOY for admin purposes such as distributing IBP's and PSP's.</li> <li>• Preparing orders on behalf of departments.</li> <li>• Inputting and managing student data.</li> <li>• Record keeping and filing.</li> <li>• Delivery of First Aid (training to be provided).</li> </ul> <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder</p>		
<b>Other requirements and responsibilities</b>	Level of DBS required: Enhanced with Children's Barring list		
<b>Structure chart</b>	 <pre> graph TD     A[Deputy Office Manager] --- B[Administrative Support Assistant]           </pre>		



### Person Specification

<b>Role</b>	<b>Administrative Support Assistant</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 3	<b>Job evaluation code</b>	MER036
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• First aid qualification, desirable not essential</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience in an administrative role, preferably in a customer service role.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office, in particular Word and Excel.</li> <li>• Knowledge of SIMS/other MIS packages (desirable but not essential).</li> <li>• Able to communicate professionally, both verbally and in writing.</li> <li>• Good organisation skills – able to prioritise workload and react to changing demands on your time.</li> <li>• Ability to identify stakeholders’ needs quickly and deal with queries.</li> <li>• Reliability, tact, diplomacy, confidentiality, and sensitivity are paramount to this post.</li> <li>• Able to work independently but also as part of a team.</li> <li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

<b>Signed:</b> Post holder	
<b>Date:</b>	