

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **part-time Administration Assistant.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to [office@partingtoncentralacademy.co.uk](mailto:office@partingtoncentralacademy.co.uk). All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and HR Admin will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **5pm Friday 15th February 2019** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 ext 3502 or email [office@partingtoncentralacademy.co.uk](mailto:office@partingtoncentralacademy.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.



Miss J Hesketh

**HR & Snr Admin**

**Partington Central Academy**

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| Cecil Avenue Sale Cheshire M33 5BP  t: 0161 973 1179  e: thedeantrust@aom.trafford.sch.uk  w: www.thedeantrust.co.uk  Registered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **(Part time) Administration Assistant,** *Forest Gate Academy & Partington Central Academy* |
| **Reporting to** | **Senior Administration/HR Assistant** |
| **Job purpose** | The post holder will work alongside the Headteacher and Senior Leadership Team to provide excellent administrative services to the academy.  The post holder will work within the Business Support team and cover aspects of administration to ensure the smooth running of an organised and efficient department. |
| **Key responsibilities:-** | |
| To assist with the below:   * To assist the reception area, ensuring a professional ethos is presented to visitors, staff and pupils at all times * Assist with visitors use the school’s signing in and out system and maintain the system * To provide reprographics support as and when required * Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff * Assist parents with queries on the Parent Pay system for example, school lunch money payments/trip payments * Assist with the ‘School Comms’ messaging service, ensuring that text/email alerts are sent to parents when required and in a timely manner * Assist with SIMs database with pupil information as and when requested * Undertake word processing and IT based tasks using relevant equipment and software systems * Provide administrative support for teaching staff and the senior leadership team. * Assist with the organisation arrangements for school visits and events * To assist with maintaining pupil medical records * Contribute to the planning and development of administrative systems and procedures * To assist with the preparation, completion and submission of termly school Census data * Liaise with staff, pupils, parents/carers and external agencies * Deal with incoming and outgoing post * Assist in the ordering of school resources using the computerised system and following agreed processes and procedures for purchasing goods and services. * Assist with the production of materials used in the marketing and promotion of the school. * Ensure that all registers are completed and no missing marks or unexplained absences when necessary * To follow the school policy for ‘first day contact’ * Follow up with staff and parents any unexplained absences * To produce and report on absence statistics and trends liaising with staff to ensure attendance is managed effectively * Identify and monitor pupils who require support in improving their attendance provide welfare support to pupils including liaising with parents/carers and external agencies. * Ensure the schools systems and processes adhere to the DfE statutory guidance and departmental advise and that any changes to this guidance is acted upon within the necessary timeframe * Ensure correct correspondence is sent to parents regarding absence * Follow up unpaid balances for school meals with parents/carers * Assist in the operation of the Parent Pay system for school events, trips, visits and other items requiring payment from parents/carers. * To assist with lunchtime duties as required     Other  The job profile is not intended to be all encompassing and the post holder will be required to carry out any other reasonable tasks or requests at the direction of the Chief Executive & Academy Principal and Executive Headteacher. | |

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| **All employees have the responsibility to:-** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in The Dean Trust’s Performance Management process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within The Dean Trust and beyond * To represent The Dean Trust at events as appropriate * To support and promote The Dean Trust ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal and Headteacher. |

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.