

**Chief Executive Officer:** Sir John Townsley BA (Hons) NPQH  
**Chair of the Board:** Mr Peter Gruen B Tech (Hons) MBA

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## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant  
**Grade:** B1 SCP 4-6  
**Reporting to:** Administration Manager

### **Job Purpose:**

To work as part of the Administration Team, under the supervision and guidance of the Administration Manager to provide high quality general administrative support for the academy and providing cover across the team during absence.

### **Responsibilities**

- To carry out a range of office/administrative tasks as directed by the Administration Manager.
- To undertake general administrative tasks, including:
  - Record keeping, filing, data input/retrieval and shredding
  - Dealing with incoming and outgoing mail
  - Preparing routine correspondence and information packs, ensuring that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation
  - Photocopying
  - Taking telephone messages and dealing with telephone enquiries
  - Receive and direct incoming/outgoing emails
- To undertake specific administrative tasks, including:
  - Student Reception/Services
  - Administration supporting Positive Discipline
  - Personnel/recruitment administration
  - Administration of events and trips
  - App communication administration
  - Attendance Administration
  - SEND Administration
- To compile and maintain student records ensuring that all data held meets General Data Protection Regulations (GDPR).
- To meet and greet visitors when required.
- To cover reception when required ensuring outstanding customer service is delivered.
- To communicate effectively with both colleagues and parents/carers via written communication, and on the telephone.
- To use IT applications and databases effectively to deliver administrative tasks.
- To take minutes of meetings as required.
- To work within, and to support academy policies and procedures.
- To form positive professional working relationships with colleagues.
- To deal appropriately with students in accordance with the Positive Discipline Policy when the occasion arises.
- To undertake work outside normal office hours, when required, in order to meet the variable nature of workloads and deadlines and to support school events.
- To work in other roles within the wider administration team as required and undertake any other duties that are commensurate with the grade of the post.
- To perform other relevant tasks as directed by senior leaders and to assist the Administration Manager/Principal's Personal Assistant when required.
- Work in partnership with, and across other TGAT academies as required.

**Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*