



JOB DESCRIPTION

Post: Site Administrative Assistant

Reporting to: Site Manager

Role Purpose:

To support the Site Manager and team with administrative tasks including ordering, contacting Contractors, obtaining quotes.

Main Duties and Responsibilities

- Input of orders onto Finance system
- Liaising with Contractors/Suppliers
- Obtaining quotes
- Assist with H&S paperwork
- Diary Management

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- Promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Provide a courteous reception to staff, young people and visitors
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Head of School and the Leadership Team

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



PERSON SPECIFICATION

Essential Criteria	Desirable Criteria	Evidence
<p>Qualifications:</p> <ul style="list-style-type: none"> GCSE English & Maths Grades A* - C (9 - 4) 		Application Form Interview References Proof of Qualifications
<p>Experience:</p> <ul style="list-style-type: none"> Experience working as an Administrator 	<ul style="list-style-type: none"> Previous experience of working in a school 	Application form Interview References
<p>Skills and ability:</p> <ul style="list-style-type: none"> Excellent general IT skills Ability to maintain thorough and accurate records Ability to liaise positively with staff and students and be customer focused with a professional and friendly manner Able to make connection between your work and the benefits to pupils. 		Interview Application Form References
<p>Disposition/Attitude:</p> <ul style="list-style-type: none"> Good written and verbal communication skills Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests Good interpersonal skills and ability to work with students, staff and stakeholders at all levels Organised with good attention to detail 		Interview References
<p>Commitment and other requirements:</p> <ul style="list-style-type: none"> Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Excellent attendance and time-keeping record. 		Application form Interview References