



**Maiden Erlegh Trust
Job Description**

Role	Administrative Support Assistant	School/Department	Please refer to advert
Grade	Grade 3, Spinal point 5-6	Reports to	School Business Manager
Job Evaluation Code	MET035	Hours of work	Please refer to advert
Purpose	<p>The postholder will be required to:</p> <ul style="list-style-type: none"> • Provide first class customer service to staff and stakeholders. • Act as nominated admin support across Cranbury College, primarily on the primary sites at College Road and Great Holland Primary School 		
Scope	Staff responsibilities: None	Financial accountability: N/A	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
Supporting Maiden Erlegh Trust	<p>The postholder may occasionally be required to support other schools in the Trust.</p> <p>The postholder will be required to work across all Cranbury College sites to meet operational needs as appropriate.</p>		
Main duties and responsibilities	<ul style="list-style-type: none"> • Contribute to the planning, development and organisation of support services systems/procedures/policies. • Providing stakeholder support as required via email, phone and in person. • Support the School Business Manager with the delivery of Alternative Provision admin as directed and necessary. • Support the enrolment and induction of students, ensuring all paperwork is completed and processes followed. • Support with the Student Transport Service, liaising with drivers, parents and stakeholders to ensure routes are planned and communicated to all in an appropriate and timely manner. • Dealing with parents, students and other professional visitors to the school site ensuring MET signing in procedure is followed. • Manage manual and computerised records and the management information systems. • Analyse and evaluate data and information to produce reports, information or data as required, running reports from the school management information system and present data in an appropriate format. • To compose documents/presentations and undertake word-processing and complex IT based tasks. • Provide administrative and organisational support to staff. • To use staff electronic diary on Office 365 to book appointments. • To assist management with the completion and submission of complex forms and returns including those to outside agencies e.g. Census. • Provide support in the attendance officers or other admin members absence. • Perform basic administration duties such as filing, photocopying, printing etc as required. • Inputting and managing student data. • Record keeping and filing. • Assist School Business Manager and SLT as directed. 		

	Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder
--	---

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.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder

**Maiden Erlegh Trust
Person Specification**

Role	Administrative Support Assistant	School/Department	Please refer to advert
Qualifications, training and education	<ul style="list-style-type: none"> • First aid qualification, desirable not essential. 		
Experience	<ul style="list-style-type: none"> • Minimum of 2 years' experience in an administrative role, preferably in a customer service role. 		
Skills and abilities	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Office, in particular Word and Excel; • Knowledge of Bromcom/other MIS packages (desirable but not essential). • Able to communicate professionally, both verbally and in writing. • Good organisation skills – able to prioritise workload and react to changing demands on your time. • Ability to identify stakeholders' needs quickly and deal with queries. • Reliability, tact, diplomacy, confidentiality and sensitivity are paramount to this post; • Able to work independently but also as part of a team. • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others). 		
Requirements specific to the role	<p>All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		