

## **JOB DESCRIPTION**

### **Administration Assistant with responsibility for Resources**

|                  |  |
|------------------|--|
| Reporting to:    | Office Manager and PA to the Headteacher   |
| Location:        | Aston Manor Academy  |
| Grade/salary:    | Grade 2, SCP's L4 – L8<br>Term time only<br><br>Actual salary range: £22,020pa - £23,453pa<br>Pro rata of FTE (£25,185 - £26,824pa) - salary range as at: 01/04/2025 |
| Hours:           | 36.5 hours per week, term time only  |
| Pay progression: | <i>Automatic, annually</i>   |

### **Administrative Assistant**

#### **Job Purpose**

The administrative assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

#### **Key Duties & Responsibilities**

##### **Organisation**

- Carry out work professionally and maintain confidentiality at all times.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors in a pleasant and polite manner at all times.
- Take and deliver messages and deal with enquiries in a polite and friendly manner. Ensure telephone communication is attended to promptly and courteously maintaining confidentiality at all times.
- Ensure any urgent messages are handed face to face to all staff members.
- Distribute post to staff in post trays and pass on telephone messages to staff and pupils.
- Keep the office/reception area tidy at all times including maintenance of notice boards and publicity.
- To organise and prioritise tasks

##### **Administration**

- Ensure that the Reception Office, as the first point of contact, is kept in good order.
- Control access to the school via security door.
- Undertake specific administrative tasks including but not limited to: typing, filing, photocopying and editing, and data entry.
- Ensure that accurate pupil details are maintained, i.e. change of address, and change of GP etc. and to input such changes and information onto the BROMCOM system.
- Produce lists/information/data as required e.g. pupils' data.
- Maintain and collate pupil reports.

- Any other duties as designed by the Headteacher from time to time.

## **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Knowledge of Bromcom system.

## **Responsibility of Reprographics and resources**

### **Job Purpose**

Under the direction/instruction of the PA to the Headteacher/Office Manager, manage the reprographics area and to assist with general administration when required.

### **Key Duties & Responsibilities**

#### **Organisation**

- Carry out work professionally and maintain confidentiality at all times.
- Keep the reprographics area tidy at all times.

#### **Duties and Responsibilities**

- Undertake all reprographics duties.
- Produce education resources for teaching staff, as and when required.
- Ensure the Reprographics Area is kept in good order and to report any maintenance to be carried immediately.
- Produce lists/information/data as required.
- Any other duties as designated by the Headteacher/Office Manager from time to time.

#### **Resources**

- Operate relevant equipment/ICT packages (e.g. photocopiers, word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.

#### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## General

- All employees are expected to comply with statutory requirements and policies while carrying out their work. This post is one of continual development and the post-holder will be encouraged to develop skills and capabilities, including participation in projects and training events.
- Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- The post-holder must at all times carry out his/her responsibilities with due regard to the school policies.

## Health and Safety

- All employees are subjected to the Health and Safety at Work Act. The post-holder is required to pro-actively comply with their duties as described by the policy and objectives for health and safety.

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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- The post-holder must at all times carry out his/her responsibilities with due regard to the school policies.
- Assist with filing in other departments as requested.

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*Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.*

**PERSON SPECIFICATION**  
**Reprographics Technician/Administration Assistant**

**Method of Assessment (MOA)**

| AF - Application form | C - Certification | I - Interview | T – Test or Exercise | P - Presentation |
|-----------------------|-------------------|---------------|----------------------|------------------|
|-----------------------|-------------------|---------------|----------------------|------------------|

| Criteria  | Essential/Desirable (E/D)  | MOA  |
|---|--|------|
| <b>Qualifications/Education</b><br>NB: Full regard must be given to overseas qualifications | GCSE or equivalent in Maths and English (E)  | AF/C |
|   | NVQ or equivalent in business administration or similar and relevant experience (D)    | AF/C |
|   | Experience of Bromcom System (D)   | AF/I |
| <b>Experience</b><br>Relevant work and other experience                                     | Ability to use photocopiers including programming, clearing jams, adding toner etc.(E) | AF/I |
|   | Ability to work professionally and maintain confidentiality at all times (E)           | AF/I |
|   | Experience of working in a fast-paced busy environment (E)                             | AF/I |
|   | Experience of working within education (D)   | AF/I |
|   | Dealing with face-to-face and telephone interactions (E)                               | AF/I |
|   | Working and collaborating within a team (E)  | AF/I |
| <b>Skills &amp; Ability</b>   | Operate relevant equipment (E)   | AF/I |
|   | Effective oral and written communications skills (E)                                   | AF/I |
|   | Excellent organisation skills (E)  | AF/I |
|   | Excellent IT skills  | AF/I |
|   | Ability to prioritise work tasks (E)   | AF/I |
|   | Ability to work accurately with an eye for detail is key (E)                           | AF/I |
|   | Ability to develop and maintain efficient record keeping systems (E)                   | AF/I |

|                   |  |   |
|-------------------|--|---|
|                   | Understanding of data protection and confidentiality (E)   |   |
| <b>Behaviours</b> | <p>Have the highest of expectations for yourself and your students (E).</p> <p>Flexible and adaptable with a can-do attitude (E).</p> <p>A commitment to Safeguarding, Pupils Well-being and Equality (E)</p> <p>A commitment to always maintaining confidentiality (E)</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust (E).</p> <p>Ability to be flexible with work commitments (D)</p> | <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |

*All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.*

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_