



Astrea Academy Trust

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# Role Profile

Administration  
Assistant

Astrea Academy  
Sheffield

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Astrea Academy Sheffield
<b>Post title</b>	Administration Assistant
<b>Responsible to</b>	Assistant Principal - Attendance
<b>Full time Salary</b>	£25,185 - £25,989 per annum
<b>Pro-Rata Actual Salary</b>	£21,732 - £22,426 per annum
<b>Working Pattern</b>	Permanent, 39 weeks per year
<b>Pension</b>	Local government pension scheme
<b>Working Hours</b>	37hrs per week
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

The Admin Assistant will provide effective and efficient clerical support to the school and support the Attendance Officers with all administration duties. This includes responsibility for managing student information on the school MIS. The role will also include supporting in the main office at times of staff absence.

### **Main Duties and Responsibilities**

- ★\* Be responsible for sending the daily absence texts to parents daily
- ★\* Support the attendance officers in contacting families regarding unexplained absences
- ★\* Completing the paperwork and processing attendance fines
- ★\* Support the monitoring and recording of daily scholar attendance using the school's management information system (MIS)
- ★\* Maintain accurate attendance registers, ensuring statutory requirements are met
- ★\* Prepare and distribute the daily absence reports to key teams in school
- ★\* Administer systems for monitoring punctuality, including late arrivals and early leavers
- ★\* Ensure the printing of fire registers are completed in a timely manner every day
- ★\* Lead on whole school printing such as data checking sheets, attendance reports, knowledge organisers etc
- ★\* Process, format and assemble document records, information and data sensitively
- ★\* Form positive professional relationships with visitors, scholars, families and stakeholders
- ★\* Undertake any other duties and responsibilities as may be determined
- ★\* Support the main office at times of staff absence. This includes answering telephone calls, speaking to parents, supporting scholar enquiries and welcoming visitors.
- ★\* Lead on the organisation and running of scholar events such as vaccinations and school photos

- ★ Support the Operations Manager throughout the academic year with Health & Safety administration

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>		
GCSE English and Mathematics grade C/4 or above.	•	
Willing to become first aid trained		•
<b>Experience</b>		
Significant recent experience in a school setting and a school/academy office	•	
Knowledge of school systems would be an advantage (Bromcom/Cpomm's)		•
Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365.	•	
<b>Skills &amp; Knowledge</b>		
Excellent front of house/receptionist skills	•	
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information	•	
Knowledge of general school policies and procedures		•
Ability to work independently and as part of a team, to stay calm under pressure and to meet deadlines	•	
Ability to relate well to children and adults	•	
Able to prioritise conflicting demands whilst managing a diverse and demanding workload	•	
Confident handling phone calls and face-to-face enquiries	•	
Willingness to attend additional training where required	•	
High professional and personal standards	•	
Ability to deal appropriately and sensitively with challenging situations	•	
Meticulous attention to detail, able to utilise systems and data effectively	•	

## **GENERAL RESPONSIBILITIES**

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)

- Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)