



Role Profile & Person Specification

Job Title – Administration Assistant

Responsible to – Principals' PA

Terms and Conditions: Scale E, 22.5 hours per week, term time plus 1 week

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

To carry out all administrative tasks with a high standard of efficiency and courtesy, working flexibly with other administrative staff.

Key Areas of Responsibility

- To provide administrative support for KS3 & KS4
- To provide admin and creative support for student wellbeing/young carers
- EHCP Review Paperwork
- SEND Provisions admin
- Dyslexia admin
- To provide a secretarial and administrative service to staff as requested

Safeguarding

Respect confidential issues and keep confidence as appropriate

To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to the senior designated person.

We are part of...

WENSUM TRUST

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FOR CHILDREN, FAMILIES AND COMMUNITIES

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Health and Safety

1. Ensure that risk assessments are carried out in line with the school Health and Safety policy.
2. Ensure that year team members are aware of Health and Safety issues including the need to report to the Site Manager all health and safety problems, accidents, and “near misses”.
3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

Co-operate with the employer on all issues to do with Health, Safety & Welfare

Continuing Professional Development

1. In conjunction with the Leadership Link, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective 	
Qualifications	GCSE or equivalent in Maths and English	
Experience	One year's experience working in a similar environment.	Experience of SIMS Database
Skills/Knowledge	<p>Effective use of computerised programmes with proficiency in Microsoft Word, Excel and Google</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these;</p> <p>Flexible with the ability to undertake varied duties;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to organise own workload in the context of varied tasks;</p> <p>Ability to work calmly under pressure;</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p>	