



Administrative Assistant

Hours:	35 Hours Per Week, 39 weeks a year including 5 INSET Days Term Time Only
Contract:	Permanent
Grade:	NJC 4 to 6
Reports To:	Office Manager

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.

Job context

The Administrative Assistant provides effective and efficient administrative support to the school office, ensuring the smooth day-to-day running of the schools. The role will report to the Office Manager and will interact with many different stakeholders including staff, pupils, parents and visitors.

Decision Making

The job involves working from instructions and in accordance with the Office processes and procedures. Scope for making minor decisions involving the use of initiative. Problems are referred to a supervisor/manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Core responsibilities

- To provide a high level of customer services to any stakeholders accessing the school site and admin functions – these could be but are not exhausted to pupils, staff, parents, governors and visitors to the school.
- Undertake reception duties; act as first point of contact for visitors and callers in response to telephone and face-to-face enquiries



- Monitor the school office email inbox and forward emails to colleagues as required
- Provide general administration duties as required.
- Ensure that all visitors sign in and where appropriate copies of DBS certificates are obtained
- Open, sort and distribute incoming mail and post outgoing mail
- Ensure the school website content is updated as required
- Act as main point of contact for the schools social media activity
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties as may be required during the academic year

Demands of the Role

There will be limited requirements to stand, walk, and lift and carry items

The work must be completed methodically and to deadlines

This post is mainly desk-based, with travel to schools

Professional Conduct

The post holder is expected to act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures. They are expected to work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.

Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.



Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English • A full DBS is required if successful • Able to present evidence of self-development. • Knowledge to undertake a range of tasks involving the application of data rules and procedures and operation of IT including spreadsheets and school software. • Awareness of the Data Protection Act 1998 and GDPR for the security, accuracy and relevance of personal data, to ensure that all administrative and financial processes comply with this • Willing to undertake training as required and assist in training colleagues. 	<ul style="list-style-type: none"> • Safeguarding training. • An administrative qualification. • A health and safety qualification, e.g. first aid.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working in a busy administration role. • Experience of using Microsoft Word package, Teams, calendar, excel. • Experience of school MIS systems i.e. Arbor. • Working well as part of a team. • Handling confidential information. 	<ul style="list-style-type: none"> • Handling complaints and concerns from parents and other key stakeholders. • Working within a small school environment. • The financial procedures in a school setting.



Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none">• Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection.• Prioritise their workload and complete all tasks required of them.• Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.• Demonstrate an organised and effective approach to handling a demanding workload.• Interpret information or situations, in order to solve straightforward problems related to purchase orders and purchase invoices.• Good communication skills, both written and oral• Able to work well within a team• Able to work accurately and with attention to detail• Able to treat information in confidence• Demonstrate a commitment to customer care• Demonstrate a working knowledge of how to manage the reputation of the school and engage effectively with the school community.• Has a driving licence and access to a vehicle.	<ul style="list-style-type: none">• Experience of working in a school.• Think creatively.• Contribute to the wider school community and activities.
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent time management and organisation skills.	<ul style="list-style-type: none">• Be flexible in terms of occasionally working evenings in line with the school calendar.



	<ul style="list-style-type: none">• High expectations of self and professional standards.• The ability to work as both part of a team, and independently.• The ability to maintain successful working relationships with colleagues.• High levels of drive, energy and integrity.• Have an eye for detail.• Be eligible to work in the UK.• Not have a record indicating they are unsuitable to work with children and young people. <p>The successful candidate will be:</p> <ul style="list-style-type: none">• Dedicated to promoting their professional development and achieving desired qualifications.• Able to plan and take control of situations.• Capable of handling a demanding workload and successfully prioritising work.• A good team player, with the ability to also work on their own initiative.	
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