



Astrea Academy Trust

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# Role Profile

Administration  
Assistant - Data

Astrea Academy  
Netherwood

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Astrea Academy Netherwood
<b>Post title</b>	Administration Assistant - Data
<b>Responsible to</b>	Operations Manager
<b>Full time Salary</b>	SCP 4 – 6 (£25,185 - £25,989)
<b>Pro-Rata Actual Salary</b>	£21,925 - £22,625
<b>Working Pattern</b>	Term Time (38 weeks plus 5 Inset days)
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	37 hours per week 7.30am to 3.30pm Monday – Thursday/ 7.30am to 3.00pm Friday
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

To provide high quality business support administration to ensure the smooth running of the school in line with the priorities of the Operations Manager. This includes responsibility for managing student information on the school MIS.

## **PURPOSE OF THE ROLE**

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the Academy. Assist with the planning and development of support services.

To be the administrative support for parent communication and parents' evenings.

To provide a professional reception service for students, parents & visitors to the Academy.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Organisation**

- ★ ★ Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- ★ ★ Undertake student services duties, dealing with student enquiries.
- ★ ★ Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- ★ ★ Deal with complex reception/visitor etc. matters.
- ★ ★ Contribute to the planning, development and organisation of support service systems/procedures/policies.
- ★ ★ Organise Academy trips/events etc.

### **Administration**

- ★ ★ Manage manual and computerised record/information systems.
- ★ ★ Analyse and evaluate data/information and produce reports/information/data as required.
- ★ ★ Undertake typing and word-processing and complex IT based tasks.
- ★ ★ Undertake reprographics as and when required.

- ★ ★ Sort and distribute mail.
- ★ ★ Provide personal, administrative and organisational support to other staff.
- ★ ★ Provide administrative and organisational support to the Governing Body.
- ★ ★ Undertake administration of complex procedures.
- ★ ★ Complete and submit complex forms, returns etc., including those to outside agencies e.g. DCSF.
- ★ ★ Undertake the administration of Payroll systems.

## Resources

- ★ ★ Operate relevant equipment/complex ICT packages.
- ★ ★ Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- ★ ★ Manage uniform/snack/other 'shops' within the Academy.
- ★ ★ Provide advice and guidance to staff, students and others.
- ★ ★ Undertake research and obtain information to inform decisions.
- ★ ★ Assist with procurement and sponsorship.
- ★ ★ Assist with marketing and promotion of the Academy.
- ★ ★ Manage administration of facilities including use of Academy premises.
- ★ ★ Undertake complex financial administration procedures.
- ★ ★ Assist with the planning, monitoring and evaluation of budget.
- ★ ★ Manage expenditure within an agreed budget.

## Responsibilities

- ★ ★ Comply with and assist with the development of 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 Academy.
- ★ ★ Establish constructive relationships and communicate with other agencies/professionals.
- ★ ★ Attend and participate in regular meetings.
- ★ ★ Participate in training and other learning activities and performance development as required.
- ★ ★ Recognise own strengths and areas of expertise and use these to advise and support others.

*This list is not exhaustive.*

## **PERSON SPECIFICATION**

	Essential	Desirable
<b>Education and Training</b>		
Level 3 or equivalent qualification	•	
GCSE English and Mathematics grade C/4 or above	•	
<b>Experience</b>		
Significant recent experience in a school setting	•	
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	•	
Ability to work under pressure and to deadlines	•	
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?	
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**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)