



FOUR CS ACADEMY TRUST - TEACH EAST



JOB DESCRIPTION

This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: SENIOR ADMINISTRATOR

NON TERM TIME WORKING COMMITMENT: 5 DAYS

MAIN RESPONSIBILITIES:

1. To provide a timely and effective administrative service to Teach East
2. To assist in the effective and efficient running of the Teach East office
3. To act as a point of contact for Teach East staff, trainees and stakeholders
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the DfE's Keeping Children Safe in Education publication and Child Protection Procedures

Section 1 – Duties:

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| 1. | Work with the Senior Administrator and Director of Teach East to provide full and effective outstanding administrative assistance for Teach East. |
| 2. | Assist in the co-ordination of events e.g. Teacher Training, Graduation Evening, Trainee Induction Days. This will involve attending some events and working out of hours. |
| 3. | Produce typed documentation to a high standard using relevant IT resources (spreadsheets, word-processing and databases). |
| 4. | Assist with the production of Teach East publications, e.g. Newsletters, Induction Booklets (not exclusive). |
| 5. | Assist with data input into the Teach East information system and prepare reports where required. |
| 6. | Provide efficient administration and maintain the wide range of data as supplied to, and used by Teach East. |
| 7. | Undertake general secretarial / receptionist duties – acting as first point of contact, responding to enquiries and passing appropriate messages / information to staff. |
| 8. | Provide staff, trainees and stakeholders with relevant information as requested. |
| 9. | Liaise with external agencies as required. |

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| 10. | Work flexibly to meet agreed deadlines and targets. |
| 11. | Receive visitors and deliveries, and ensure visitors sign in and are given security badges. |
| 12. | Support and aid the opening and distribution of formal, and informal communications, both paper and electronic, internal, and external. |
| 13. | Assist in the general maintenance of records and data. |
| 14. | Work with others in updating and producing all forms of Teach East information. |
| 15. | To receive and forward communications. |
| 16. | Use of software packages used within Teach East. |
| 17. | To assist with hospitality arrangements for all functions within Teach East providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session. |

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.