



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Operations Assistant

Astrea Academy  
Sheffield

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Astrea Academy Sheffield
<b>Post title</b>	Operations Assistant
<b>Responsible to</b>	Operations Manager
<b>Full time Salary</b>	SCP 16 – SCP 21 (£30,518 - £33,143)
<b>Contracted Hours</b>	37 hours, 52 weeks Mon – Thurs 8am – 4pm & Fri 8am – 3:30pm

## **ROLE SUMMARY**

Support the Operations Manager in the day to day running of the school and provide comprehensive secretarial and administrative support to the Principal and Senior Leadership Team ensuring discretion, confidentiality and decision-making.

### **Key Responsibilities**

- Be a key part of the Operations Team, providing a range of administrative services to support the scholars and staff within the school.
- Lead and coordinate the recruitment and onboarding process for new staff, including advertising, shortlist administration, pre-employment checks and induction arrangements.
- Ensure all recruitment processes comply with safer recruitment practices and safeguarding requirements.
- Provide comprehensive and confidential secretarial support to the Principal.
- Deliver high-level administrative assistance, including the coordination and management of electronic diary systems for the Principal.
- General administration tasks including photocopying, filing and post.
- Arrange travel and accommodation (when applicable), take notes or dictation at meetings and provide general assistance during presentations.
- Process, prioritise and review the Principal's mail and in-tray, dealing with autonomously where appropriate and ensuring that appropriate items are passed on.
- Meet and greet visitors at all levels of superiority.
- Manage manual and digital records/information systems.
- Undertake typing, word-processing and more complex digital tasks.
- Provide advice and guidance to staff, scholars and others.
- Clerk 15-day suspension meetings.
- Assist with HR administration.
- Use technology to support efficient ways of working.
- Prioritise conflicting demands effectively to maintain high levels of support for the wider school team.
- Conduct reception duties as required, including welcoming visitors and taking phone calls. Covering the main office in times of staff absence.
- Be proactive and flexible, recognising the importance of the team to the smooth running of the school and building strong relationships to allow effective support to be given.

- Support the promotion of positive relations with parents and carers.
- Help resolve issues to ensure that effective business and educational services are maintained.
- Manage fluctuations in workloads within the resources available.
- Build positive relationships with other staff and colleagues across the Trust and embed a collaborative working culture across the school.
- Undertake any other duties and responsibilities commensurate with the grade and character of the post as determined by the Academy, in particular those deriving from the additional demands placed on the Academy and Principal.

### **General**

- Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting.
- Be familiar with all emergency and security procedures.
- Relate confidently and politely to colleagues, volunteers, parents and members of the public.
- Adhere to Academy policy and procedures particularly Health and Safety and Equal Opportunities and operate with regard to relevant legislation.
- Report any Child Protection incidents or concerns in accordance with the Children in Need procedures, Sheffield child protection procedures and education directorate guidance.
- Flexible approach required to work.
- Any other duties commensurate with the grade and falling within the scope of the post as requested by the Principal.
- Respect confidentiality.
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the academy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy support staff effectively (where available)
- Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents, carers and external agencies with regard to scholars' achievements and well-being.

### **Personal and Professional Conduct**

- Demonstrate a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy
- Have professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality.
- Understands and acts within the statutory frameworks which set out

professional duties and responsibilities.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Further academic qualifications or management training		•
Educated to GCSE standard in English & Maths achieving Grade 4 or equivalent.	•	
<b>Experience</b>		
Relevant experience in an administrative role	•	
Experience of working in an educational setting		•
<b>Professional Skills &amp; Knowledge</b>		
Excellent IT Skills and ability to learn new systems	•	
Effectively and efficiently record key information	•	
Ability to multi-task	•	
be able to work in partnership with parents	•	
Be able work with a range of stakeholders and effectively communicate	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility for others.		

## **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)