



HEARTS ACADEMY TRUST



# ADMINISTRATION ASSISTANT JOB DESCRIPTION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

Email: [admin@heartsacademy.co.uk](mailto:admin@heartsacademy.co.uk) Tel: 01268 572672  @hearts\_academy\_trust

HEARTS Academy Trust, HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

# ADMINISTRATION ASSISTANT JOB DESCRIPTION

## Qualifications & Experience

Detail	Examples
Job Title	Administration Assistant (Schools)
Grade	Band 1
Reports to	Office Administrator / School Business Manager / Head of School / EHT
Responsible for	
Liaison with	Pupils Parents Administrative Staff Headteacher Senior Leadership Team (SLT) Teaching staff Catering and Caretaking Staff
Job Purpose	To support the effective administration of the school office
Principal Accountabilities	
Duties	<p><b>To support the Office Administrator with the following duties:</b></p> <ul style="list-style-type: none"> <li>• Support with all aspects of school administration, e.g., after school clubs, school uniform, school meals, extra-curricular visits, attendance monitoring, newsletters etc. Liaising with both site and kitchen staff as necessary</li> <li>• Act as the first point of contact in school, dealing with telephone enquiries and visitors. Liaise directly with parents, visitors, contractors etc. throughout the school day, as required, promoting the safeguarding of children at all times</li> <li>• Open and distribute incoming post and emails, flagging up any urgent issues as necessary</li> <li>• Assist pupils who are injured or unwell, administering First Aid and medication where required</li> <li>• Attend meetings, taking minutes where required</li> <li>• Update and maintain records in the management information system (e.g., pupil records, attendance, staff training, accident reporting). Generating reports on request, and assisting with the school census</li> <li>• Bromcom maintenance – ensuring club registers and school meals are complete and all charges are applied correctly and paid</li> <li>• Finance administration, e.g., updating records in the accounting system, collecting income, ordering and taking delivery of supplies, processing invoices etc.</li> <li>• Pupil admissions, including the annual intake of pupils and mid-year applications, preparing and updating pupil files as necessary</li> <li>• Fundraising and marketing for the school</li> <li>• Website administration</li> <li>• Governance administration</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide general administrative support in the school office, including word processing, spreadsheets, filing, photocopying etc.</li> </ul>
General	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager</li> <li>• To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

**Name of employee:**

**Signature of employee:**

**Date:**