



## JOB DESCRIPTION

JOB TITLE:	Administration Assistant
GRADE:	Grade B
WORKING WEEKS/ HOURS:	38 weeks; 37 hours per week
TIMES WORKED:	Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm
BASE:	Administration Office

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:**

**Reports to:** Office Manager

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

To support the Main Office.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- Perform general clerical task (filing, photocopying, scanning, data entry, data protection)
- Maintain and update student records and databases using the schools Management Information System (MIS)
- Assist with preparing letters, reports and school communications
- Create Newsletters, notices and school updates
- Support the recording and monitoring of student attendance and lateness/follow up on absences according to school procedures
- Support the implementation of the school's behaviour policy, including rewards and sanctions
- Deal with enquiries from staff and students quickly and efficiently.
- Hold a First Aid certificate and support/deputise for First Aid room as necessary.
- Provide back-up support for Reception/staff absence.
- Follow safeguarding policies and procedures at all times
- Such other duties may be reasonably allocated or directed within the purview of the post.

## SKILLS & QUALIFICATIONS

### Essential

- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Good organisational and time-management skills
- Strong communication and interpersonal abilities

### Desirable

- Previous experience in an administrative or school environment
  - Knowledge of school management systems (eg, SIMS, Arbor)
  - Basic understanding of safeguarding in schools
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## NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work/designated lunch times may be subject to change for operational reasons.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
  - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
  - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
  - In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    - (a) Overtime has been worked by agreement with the Headteacher.
    - (b) To attend a special event e.g. graduation.
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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Office Manager

Date Prepared:	HR
Prepared By:	April 26
Date Reviewed:	
Reviewed By:	