

## Job Description

**Post Title:** Administrative Assistant

**Location:** Spencer Academies Trust

**Salary/Pay Range:** NJC6 – NJC10 (5-point range) depending on experience and qualifications

**Hours of work:** Full Time or Part time, Term Time Only + 2 Weeks, Permanent.

**Reporting to:** Executive Assistant to the Chief Executive Officer

## Purpose of Role

- To provide administrative support to the Trust Central Teams.

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

Specific responsibilities include:

### Administration:

- Provide day-to-day administrative support to the Executive and Central Teams.
- Answering incoming calls and emails directing them to the appropriate member of the team.
- To ensure that all queries, either in person, by email or by telephone are dealt with efficiently and appropriately.
- To provide support for the Trust main reception. Greeting visitors and supporting with administrative requirements of any visits or events.
- Undertake filing, photocopying and scanning.
- Operate reprographic equipment in order to provide an efficient service to the Trust team
- Assist with internal and external meeting arrangements, including room and catering booking, ordering and setting up of refreshments & catering.
- To manage ordering of stationery, receiving and checking of goods.
- Supporting the operational team with diary management and expense claims.
- Managing the SAT emails and other correspondence, ensuring follow up actions are completed in line with appropriate deadlines.
- Support the work of the Administration & Projects Assistant and the Executive Assistant to the CEO.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust supporting its values of aspiration, partnership and responsibility, and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regards to literacy and numeracy skills.	✓	
GCSE Maths and English grade 4 or equivalent	✓	
Experience of working in a busy environment	✓	
General administrative experience	✓	
Strong IT skills in both systems and applications	✓	
Excellent literacy, numeracy, communication and presentation skills	✓	
<b>Knowledge and skills</b>		
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Optimistic and "can do" personality	✓	
A reliable team player	✓	
Commitment to develop professionally through CPD	✓	
Excellent written and verbal communication skills	✓	
Competent in Microsoft Office	✓	
Excellent organisational and time management skills with the ability to multitask	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills	✓	
A demonstrable commitment to providing excellent customer service	✓	
Ability to work effectively as part of a team and with other Academy teams	✓	
Ability to prioritise own workload to meet deadlines and colleagues' expectations	✓	
Flexible, with a positive attitude and a willingness to continually learn new skills	✓	
Excellent communication skills	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	
Own transport and driving licence	✓	