

St Augustine Academy

Job Description



Job Title:	Administration Assistant	Reporting to:	Operations Manager
Grade and Range:	WAT grade D pt.6-9	Working Pattern:	Term time only + INSET days (39 working weeks in total).

Purpose and Context:	To provide efficient and accurate administration and document reproduction and distribution across the academy.
Duties and Responsibilities	- To provide a high-quality reprographic support, including copying, binding, etc. for teaching and non-teaching staff in accordance with Academy guidelines. - To work efficiently and accurately as a team member of the Academy's busy and reception and administration team. - To ensure that there is sufficient reprographics stock, including paper, card, toners, etc. to meet anticipated need, taking into account forthcoming Academy events that may make demands upon the service. - To liaise with the PA To Principal / Operations Manager and other stakeholders effectively. - Regarding ordering stock as required in a timely manner. - Supporting student needs for reprographic services. - To provide a display service for teachers in the Academy, as required. - To perform administrative task in a timely manner, including letters home to parents/students, using mail merge and creating reports from SIMS, filing, typing confidential notes and franking post. - Attend team meetings and staff meetings as required. - To ensure that all visitors are properly safeguarded and signed in using our electronic system and do not enter within the Academy without authorisation. - To ensure efficient and effective lines of communication are established and maintained within the Academy regarding both personal and electronic contacts. - Ensure efficient, effective and welcoming reception function for the Academy, foyer and meeting room. - Receive and distribute all incoming and outgoing post. - Reception Duties - Taking phone calls and forwarding on messages, dealing with parents/visitors to the Academy, when the receptionist is unavailable - To be a qualified first aider (holding a valid 3-day First Aid at Work Certificate) and coordinate the first aid across the Academy - To be aware of and comply with academy policies and procedures relating to child protection, health, safety, behaviour, attendance, security and confidentiality; reporting all concerns to an appropriate person to ensure students' wellbeing. - To maintain confidentiality inside and outside the Academy.
Culture and Ethos	To promote the Woodard Christian Ethos that embraces all faiths and none To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

General	To carry out any other duties as may reasonably be required by the Principal.
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All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description 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 in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

Administration Assistant		
A	Education and Qualifications	Essential or Desirable
1	GCSE (or equivalent) passes in English and Mathematics	E
2	Proficiency in Microsoft Office	E
3	Basic knowledge of office system and procedures	D
B	Experience and knowledge	Essential or Desirable
1	Experience and knowledge of working in an educational setting	E
2	Experience in handling administrative tasks such as filing, typing, data entry, and managing correspondence.	E
3	Experience of building/maintaining effective professional working relationships	E
4	Knowledge of SIMS	D
C	Skills and abilities	Essential or Desirable
1	Good communication, organisational and prioritising skills	E
3	First Aider	E
4	Ability to work on own initiative	E
5	Ability to manage confidential information with discretion.	E
6	Excellent levels of accuracy and attention to detail	D
D	Motivation	Essential or Desirable
1	Willing to expand on current experience	D
2	Committed to the safeguarding and wellbeing of young people	E
3	Willing to support and promote the ethos of the Trust/Academy	E
E	Personal qualities	Essential or Desirable
1	Methodical approach to tasks	E
2	Emotional resilience to working in a challenging environment	E
3	Ability to establish good working relationships with students and staff	E
4	Reliable, honest, flexible and adaptable to changing deadlines	E