

Post Title	Administration Assistant
JD Ref No.	
Responsible To	Office Manager
Grade	Grade 3

Purpose	- To provide general administration support. - To provide a quality typing and whole school communication service for all. - To support the smooth running of the school. - To contribute to the positive solution focused culture within the school.
Main Duties	- Prepare and send out high quality whole school communications to all stakeholders. - Liaise with staff regarding any typing and whole school communication requests. - To provide administrative and other support as required including cover on reception and other areas under the direction of the Office Manager. - To work with key staff to co-ordinate and deliver the school's vision for all school events including Parent Evenings, Open Evenings, Options Evenings etc. - To provide administration support for the Examinations Officer when required. - To provide high quality administration support for department and Year Group Teams.
General	- Attend Staff Briefings, meetings, and relevant events as appropriate to the role. - Maintain up-to-date knowledge of, and adhere to, all school policies and procedures, particularly those relating to safeguarding, health and safety, security, and data confidentiality. - Undertake any additional administrative tasks as required, consistent with the responsibilities of the role, to support the effective operation of the school. - Contribute to a collaborative working environment by sharing knowledge, skills, and best practice with colleagues. - Engage in relevant training, development opportunities, and performance management processes to enhance professional skills. - Be able, or be open to learn, to use relevant equipment/ICT packages (e.g. Word, Excel, Outlook, Canva, Teams, SIMS). - Identify and utilise personal strengths and areas of expertise to support others within the school team.

	Essential	Desirable
Qualifications/Training (Competencies)	• 5 A*- C GCSEs or equivalent • Good numeracy/literacy skills	• NVQ 2 or equivalent qualification or experience in relevant discipline • Evidence of further training in school-based support using SIMS system
Relevant Experience	• General clerical/administrative/financial work	• Previous experience in a school environment
Knowledge	• Effective use of ICT packages; Microsoft Word, Excel and Outlook • Use of relevant equipment/resources	• Knowledge of relevant policies/codes of practice & awareness of relevant legislation • Knowledge of Microsoft TEAMS
Skills	• Excellent Keyboard Skills • Excellent Organisational Skills • Excellent Proof Reading Skills • Excellent Telephone Manner • Excellent Customer Service Skills • Ability to relate well to children and adults • Work constructively as part of a team, understanding roles & responsibilities and your own position within these • Ability to identify own training & development needs & co-operate with means to address these	

ADDITIONAL INFORMATION	• Occasional attendance at meetings outside of normal hours. • Requirement for some out of school activity, working additional weeks during school closures to support specific activities or events as appropriate. • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post. Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff members are required to complete an enhanced DBS disclosure.

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