

# The Special Partnership Trust

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant (Inc Reception cover) 37 hours (39 weeks) Mon -Thurs 8:00-4:00 Fri 8:00-3:30
<b>Salary:</b>	£25,923 FTE FTE per annum/pro rata (based on hrs/working weeks)
<b>Base:</b>	Doubletrees School

<b>Main Purpose of Job:</b>
Providing key administrative, reception and systems support to meet the needs of the school, including support for the Senior Leadership Team, Deputy Headteacher and Admin Manager. To act as the first point of contact for the school in person and by telephone, welcoming visitors in a professional and hospitable manner

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To welcome visitors and manage access in line with school procedures, including the electronic signing-in system, safeguarding checks, reception cover, telephone/email enquiries, message taking and appointment booking.</li> <li>• To maintain a professional, welcoming and tidy reception environment for pupils, parents, staff, visitors and external agencies.</li> <li>• To provide administrative support to the Headteacher, Deputy Headteacher, SLT and Admin Manager, including letters, professional documents, typing, photocopying, scanning, shredding, filing and archiving, ensuring GDPR, confidentiality and data protection requirements are followed.</li> <li>• To assist with meetings, including arranging venues and refreshments, circulating agendas, taking and distributing minutes for SLT, management and Health and Safety meetings, and recording actions clearly.</li> <li>• To update and maintain Arbor and other school systems, ensuring pupil records, census information, Pupil Premium, banding and other statutory data are accurate, complete and up to date.</li> <li>• To undertake data collection, checking, reporting and analysis as required, including attendance data, behaviour analysis and information needed by the Headteacher, Deputy Headteacher, SLT and Admin Manager.</li> <li>• To act as school system manager for relevant administrative systems, supporting accurate record keeping, updates and day-to-day use.</li> <li>• To provide HR administrative support, including personnel files, recruitment paperwork, confidential documentation, induction and mandatory training records, booking training where applicable, and supporting staff attendance processes.</li> </ul>

- To support whole-school events, parents' evenings, public events, pupil trips and visits as required.
- To manage school payments and finance administration, including cash handling, purchase ordering, goods receipting, GRN processing, non-PO invoices and timely communication with the Trust finance team.
- To sort and distribute post, prepare outgoing mail, record incoming goods, support lost property and maintain stock control, including hospitality, PPE, stationery and consumables.
- To support hospitality arrangements, including maintaining stock, setting up meeting rooms and ensuring visitors and meeting attendees are supported professionally.
- To manage the school diary, text communication service, relevant social media accounts, website content and school newsletter, ensuring information is accurate and current.
- To deal with all administrative aspects of the school meals process, including lunch orders, associated systems, menus, outstanding debts and escalation of significant or overdue debts.
- To maintain a key role in the school's fire evacuation and emergency communication procedures.
- To complete RIDDOR and Access.net reporting as required, ensuring health and safety records are accurate, timely and escalated appropriately.
- To support other administrative functions in the school during busy periods.

#### General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

#### Person Specification:

	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
<b>Skills and Experience</b>	Experience of reception, clerical or administrative work, with confident communication in person, by phone and by email.  Strong organisational skills, including the ability to prioritise, meet deadlines and manage interruptions.	Experience of working in a school or similar setting. Experience of minute taking, HR, finance, purchasing, stock control or data reporting.	Application/ Interview

	Able to work accurately with data, records and confidential information, both independently and as part of a team.		
<b>Specialist Knowledge and Skills</b>	<p>Confident use of Microsoft Office and administrative systems, with accurate record keeping.</p> <p>Understanding of confidentiality, data protection and secure handling of pupil, staff and school information.</p> <p>Commitment to safeguarding, child protection and equal opportunities.</p>	<p>Knowledge of school systems such as Arbor, SIMS, ParentPay or equivalent.</p> <p>Understanding of school census, pupil records, attendance, Pupil Premium, banding, finance or purchasing processes.</p>	Application/ Interview
<b>Behaviours and Values</b>	<p>Professional, calm, welcoming and discreet, with the ability to maintain confidentiality.</p> <p>Flexible, reliable and committed to Trust values, teamwork and pupil-centred practice.</p>		Interview

#### Special Conditions related to the post

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

#### Trust Benefits

**Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:**

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme

- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing