

**MATRIX ACADEMY TRUST**  
**Job Description – Administration Assistant**  
**Term Time Only**

Arrangement	Full time – 37 Hours Term Time + 1 Week Only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 2 Spine Points 5-8
Main Purpose:	To provide administration to the School, Senior Leadership and Teaching and Learning Team.
Main Activities:	<ul style="list-style-type: none"> <li>• Fully support the school in all aspects of administration in the school.</li> <li>• Liaising with pupils, parents, staff and professional outside agencies.</li> <li>• Excellent computer and keyboard skills especially in word processing</li> <li>• Excellent communication skills – both verbal and written.</li> <li>• Undertake administration duties, answering telephone queries.</li> <li>• Cover House Office Administrative Duties</li> <li>• Support in other administrative roles including Reception Cover</li> <li>• Assist with pupil first aid/welfare duties. Looking after sick pupils, liaising with parents/staff etc.</li> <li>• Provide clerical support e.g. photocopying, filing, emailing, complete routine forms and complete mail merges</li> <li>• Addressing letters</li> <li>• Minute taking</li> <li>• Undertake typing, word-processing and other IT based tasks such as creating spreadsheets</li> <li>• Collate, check and distribute reports.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier).</li> <li>• Good time-management organisational and work-planning</li> <li>• Self-motivated and enthusiastic.</li> <li>• Effective team worker.</li> <li>• An ability to remain calm when under pressure.</li> <li>• An open, honest and active listener.</li> <li>• A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> <li>• Liasing with Finance Department</li> <li>• Covering tills in Bistro or Hall</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Admin Assistant**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by</b> A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
<b>Experience and Knowledge</b>		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or busy environment	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*