

Job Description and Person Specification

DATE	SIGNATURE

Role

Administration Assistant
Beckfoot Trust
Salary/Grade: Grade 5
Reporting to: Office Manager

JOB DESCRIPTION

Key Duties and Responsibilities

- Provide effective administrative and organisational support to the school, working with the team to provide prompt and effective solutions, advice, and services for pupils, staff, families, governors, visitors, community groups and other stakeholders as required
- Be an ambassador for the school, promoting and supporting our ethos and ensuring a welcoming and responsive first point service for all enquiries and visitors
- Communicate effectively with pupils, staff and families and visitors /callers to the school ensuring visitor management procedures are implemented
- Responsible for inputting, maintaining, collating, and filing information and pupil records in line with school needs
- Provide administrative and reprographics support to colleagues
- Provide organisational support for school events and activities, coordinating bookings and equipment / catering requirements
- Manage and distribute incoming and outgoing post / school email / communication as directed
- Monitor and order school supplies, ensuring resources are available for staff and pupils as required in line with financial procedures
- To work with SLT to maintain effective communication internally and externally, with examination boards, staff, students and families as the main point of contact for all matters relating to examinations
- To work with SLT in the managing, preparation and setup of arrangements and resources for internal and external examinations/tests and notifying staff and pupils of arrangements and regulations
- Support the administration of exams within the Trust
- Assist with the organisation and administrative arrangements for clubs, trips, activities, for pupils and families in line with Trust policy and procedures
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend and support meetings and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Corporate Responsibilities

- Provide high quality and effective administrative and organisational support services, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager
- This is a school-based role that will involve contact with children

JOB DESCRIPTION

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer

facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced

Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: December 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

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PERSON SPECIFICATION

Administration Assistant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2	- Evidence of relevant CPD activities - Relevant administrative / business qualification - First Aid certification or willing to work towards	- Application - Interview
Experience	Recent and successful experience of providing relevant services	- Experience of supporting school-based services - Experience of using management information systems - Awareness of Multi-Academy Trusts	- Application - Interview
Knowledge, Skills and Ability	- Work constructively as a part of a team to deliver excellent service - Excellent communication and interpersonal skills - Strong administrative and organisational skills - Effective ICT skills within an office environment and knowledge of Microsoft Office. - The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. - Ability to relate well and work effectively with children and adults	Knowledge of relevant policies and guidance and awareness of relevant legislation.	- Application - Interview
Character/Values	- High commitment to safeguarding and promoting the welfare of children - A passion for education and a deep felt desire to make a difference for young people - Commitment to support and promote inclusion, diversity, and equality - Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity,	Flexible and hard working	- Application - Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/ life balance		
Personal Circumstances	• Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion		• References • Interview