



# Job Description

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**Job Title:** School Business Administrative Assistant

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**Location:** Esteem Valley Academy

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## Job Description

<b>Job Title</b>	School Business Administrative Assistant
<b>Location:</b>	Esteem Valley Academy, Sawley site, NG10 3GN
<b>Hours per week:</b>	32.5 – 37 (negotiable)
<b>Weeks worked per year:</b>	39 (Term time only)
<b>Reporting to:</b>	School Business Manager / Operations Manager
<b>Salary Scale:</b>	Grade 5 (Points 04-05) £19,023.67 - £22,495.52

### Main purpose of Role

- To support a wide range of administrative duties across the school.

### Principal Accountabilities:

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to the organisation of support service systems/procedures/policies.</li> <li>• Provide personal, administrative and organisational support to other staff.</li> <li>• Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms.</li> <li>• Maintain manual and computerised records/management information systems and respond to queries.</li> <li>• Undertake routine typing, word-processing on an adhoc basis.</li> <li>• Support with minute taking in formal meetings</li> <li>• Operate relevant office equipment/complex ICT packages.</li> <li>• Undertake research and obtain information to inform decisions.</li> <li>• Undertake administration of complex procedures.</li> <li>• Monitor and manage stock for Administration Department, cataloguing resources and undertaking audits as required.</li> <li>• Supporting the Operations Manager/Executive Business Manager and Central Functions as directed.</li> <li>• Complete the daily attendance registers using Arbor and accurately recording any absence and reason for such absence.</li> <li>• Contact the parent/carer of any absent children to establish the reason for the absence.</li> <li>• Report any concerns to SLT.</li> <li>• Support SLT in the management of any persistent absence and lateness, including sending out letters to parents/carers.</li> <li>• Arrange transport with DCC's Specialised Transport department for pupils attending the Academy and outside providers and liaise with Specialised Transport and taxi providers.</li> <li>• Reception duties, answering and directing calls.</li> <li>• Welcoming visitors and ensure they sign in correctly.</li> <li>• Recording staff absences.</li> <li>• Processing of order requisitions.</li> </ul>
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	<ul style="list-style-type: none"> <li>Processing of invoices.</li> <li>Inventory population and upkeep.</li> <li>Process forms and returns including those to outside agencies.</li> <li>Maintaining stock records.</li> <li>Managing IT resources and point of contact for IT technicians.</li> <li>Communicates with other school support staff and teachers, senior leadership team, pupils, parents/carers, suppliers, visitors.</li> <li>Any other reasonable duties, within the overall function of the post, commensurate with the grading and level of responsibility of the job.</li> </ul>
<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>To take and be accountable for all decisions made within the parameters of the job description</li> <li>Participate with performance management and training and activities that contribute to personal and professional development</li> <li>Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities &amp; GDPR.</li> <li>Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• C/4 grade GCSEs in Maths and English Language</li> <li>• NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Good basic knowledge of financial procedures</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a busy school office</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Good ability to use a range of IT packages including Word, Excel and Outlook</li> <li>• An awareness and understanding of confidentiality</li> <li>• Ability to use relevant equipment/resources</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and to adults</li> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> <li>• Ability to answer the telephone to external and internal calls in a professional and polite manner</li> <li>• The ability to prioritise and deal with multiple tasks whilst meeting deadlines</li> <li>• Can work effectively as part of a team but can also work independently using their own initiative</li> <li>• General administrative skills to a high level, including attention to detail</li> <li>• Friendly, flexible and enthusiastic personality</li> <li>• Seeks advice and support where necessary</li> <li>• Patient, tactful and approachable</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in development and training opportunities.</li> <li>• Willingness to support pupils with special educational needs.</li> </ul>

**Signed:**

**Date:**