



Affinity
Learning Partnership

Affinity Learning Partnership Job Description and Person Specification

Post title:	Administration Assistant
Accountable to:	Office Manager
Grade:	DFT 2
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To work under the direction and guidance of senior staff to provide general clerical and administrative support to the academy.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- Provide routine clerical/administrative support e.g. photocopying, filing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems, e.g. SIMS, Class Charts, Free School Meals application system, parents evening system.
- Produce lists/information/data as required, e.g. student data, timetables, progress reports, assessment data.
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports, letters and circulars.
- To send emails and text messages to parents.
- Sort and distribute mail.
- Maintain and collate student reports.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet, email).
- Support attendance initiatives within the academy.
- To telephone parents daily to ascertain the reasons for students' absences, maintaining records and following-up outstanding absences in liaison with staff and parents.
- To produce attendance reports daily.
- To provide general administrative support to the various functions in the academy, where required, e.g. examinations, careers, events at the academy.
- Support with reception duties (refer to Receptionist JDPS).
- Where appropriate, be linked to a year team.

SAFEGUARDING

- Work in line with statutory safeguarding guidance(eg Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the designated safeguarding lead(DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: ADMINISTRATION ASSISTANT

Education & Qualifications	Essential	Desirable
NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline.		<input type="checkbox"/>
Good numeracy and literacy skills.	<input type="checkbox"/>	
Experience		
General clerical/administrative.	<input type="checkbox"/>	
Knowledge & Skills		
Effective use of ICT packages.	<input type="checkbox"/>	
Ability to use relevant equipment/resources.	<input type="checkbox"/>	
Good keyboard skills.	<input type="checkbox"/>	
Knowledge or relevant policies/codes of practice and awareness of relevant legislation.	<input type="checkbox"/>	
Ability to work constructively as part of a team.	<input type="checkbox"/>	
Ability to relate well to children and to adults.	<input type="checkbox"/>	
Good organising, planning and prioritising skills.	<input type="checkbox"/>	
Methodical with a good attention to detail.	<input type="checkbox"/>	
Personal Attributes		
Customer focussed.	<input type="checkbox"/>	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	<input type="checkbox"/>	
Open, honest and an active listener.	<input type="checkbox"/>	
Takes responsibility and accountability.	<input type="checkbox"/>	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	<input type="checkbox"/>	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	<input type="checkbox"/>	
Is committed to the provision and improvement of quality of service provision.	<input type="checkbox"/>	
Is adaptable to change/embraces and welcomes change.	<input type="checkbox"/>	
Communicates effectively.	<input type="checkbox"/>	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	<input type="checkbox"/>	
Acts with pace and urgency being energetic, enthusiastic and decisive.	<input type="checkbox"/>	
Has the ability to learn from experiences and challenges.	<input type="checkbox"/>	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	<input type="checkbox"/>	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	<input type="checkbox"/>	
Committed to own continual professional development.	<input type="checkbox"/>	
Other		
Ability to travel to other Trust sites.	<input type="checkbox"/>	
Is fluent in the use of the English language.	<input type="checkbox"/>	