Reports To: Principal/Office Manager

Why	**Job Summary** To provide general clerical and administrative support to the academy.

Admin Responsibilities

- Undertaking reception/switchboard duties as necessary, being the first point of contact for parents, pupils, visitors and staff
- Undertake routine administration tasks, including inventories, reports, data entry, etc.
- Providing clerical support, including word processing and other IT and admin-based tasks e.g. photocopying, filing, emailing, laminating and spiral binding within copyright laws.
- Sort and distribute incoming and outgoing mail and deliveries as well as all incoming emails.
- Collate and maintain databases and academy systems.
- Maintain a professional and positive approach whilst managing a wide range of conflicting priorities within a busy academy, ensuring confidentiality at all times
- Assist Office Manager with any duties deemed appropriate, prioritising workload in their absence
- Assist with any finance administration tasks where necessary.
- Keep visitors' logs up-to-date and inform relevant staff of all scheduled appointments.
- Ensure confidentiality at all times.
- Administer First Aid on completion of relevant training.
- Child supervision as and when required.
- Any other responsibilities deemed appropriate.
- Assist with website compliancy.

Attendance Duties

- To make first day calls.
- To prepare letters and documents, as required, including automated letters.
- To attend meetings and events, as appropriate.
- To assist with attendance reports/data analysis and printing off certificates.
- To keep electronic data (spreadsheets) and manual attendance records up to date.
- To attend meetings with students, parents and the pastoral team following exclusion.
- To lead on initiatives to improve attendance.
- To organise the end of term Celebrations Assembly regarding attendance, including producing certificates.

(Left column label: **What**)

(Left column label: **How**)

Competencies	Personal Attributes (level expected when job is conducted to the required standard)
Framework *Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
	Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
	Motivates others to take responsibility for their own health and safety.
	Participate effectively as a member of a team, fostering positive relationships.
	Efficient and methodical, monitors and attends to detail; checks for errors.
Development *Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.*	Undertake appropriate professional development to secure progress in your career.
	Developing practice ensures effective professional contribution across the department.
Leading *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Developing supervision skills and provides informal leadership / direction.
	Consults at the start and as appropriate throughout the activity and within the team.
	Willing to accept responsibility for own activities and those of the team.
Task Management *Establishing appropriate courses of action for oneself and others to accomplish.*	Involved in setting tasks.
	Makes short term (daily, weekly) considered plans.
	Conscientious in adhering to deadlines and perseveres to achieve project tasks.
Communication	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.

	Providing direction to ensure that the resources are available to achieve results in the most effective way.		Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.
	Problem Solving/Decision Making *Able to identify a potential problem, propose and assess solutions and decide upon a course of action.*		Reasons logically and focuses upon solving the problem. Building upon previous experience.
			Initiates joint decision making within own team.
			Knows how to report, record and pass on information.
			Deals with 'task' problems within own team.
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)		**Essential:** Educated to GCSE grade C/4 standard (or equivalent) in 5 Subjects. Experience of working in an administration role and using Microsoft Office Knowledge of safeguarding procedures **Desirable:** Cash handling and management Working within an education establishment
	Safeguarding		All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data protection		All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.