

JOB DESCRIPTION

Job Title:	Academy Operations Assistant	Grade/Level:	D
Location:	St Edmund's Catholic Academy	Reporting to:	Academy Operations Manager

Job Purpose

This assistant role is designed to directly support the AOM by taking on key operational tasks, managing standard day-to-day administration, and stepping in with supervisory and cover duties as required.

The post-holder will provide high-quality administrative and operational support to the Academy Operations Manager to ensure the effective, efficient running of the school's non-academic operations. They will help maintain seamless communication and continuity between staff, students, parents, and external stakeholders. Under the guidance of the Academy Operations Manager, the assistant will take day-to-day responsibility for specific administrative processes, student support schemes, and facility coordination.

Key Duties and Responsibilities

1. Administration, Systems, and Operational Support

- Maintain and update core school management and financial information systems (e.g., Arbor, Every, and Cardnet).
- Act as a main point of contact for non-academic enquiries and provide professional visitor reception cover as required.
- Carry out scheduled lunchtime student supervision duties, act as a designated Fire Marshall

2. Finance and Student Support

- To assist with ordering and invoicing.
- Receive parcels and mark them as 'Goods Received'.
- Bursary Administration - Assist with the day-to-day administration of the school bursary process for the 16-19 student cohort, overseeing applications and organising the purchase and distribution of uniform, stationery, and Chromebooks.
- Bus Passes - Oversee the termly ordering and allocation of bus passes for Pupil Premium and bursary students, ensuring appropriate school subsidies (50% or 100%) are applied.
- Trips and Payments - Administer trip and activity payment items within Arbor, including music tuition. Provide logistical support by obtaining quotes and booking transport and

venues.

- Fundraising: Support fundraising activities and the sixth form tuck shop; assist with the management of the Cardnet account and card payment systems, ensuring secure banking of funds.
- D of E - assist with the organisation and the management of the school's Duke of Edinburgh's Award programme and support students throughout their award journey.
- Assist with the control of petty cash.

4. General Administrative Duties

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms.
- Support the work of the wider MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/school vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

Person Specification: Key Skills & Requirements

Category	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none">* Working within a busy office environment as an administrator.* Operating, updating, and maintaining administrative, financial, or data management systems.	<ul style="list-style-type: none">* Experience working within a school office environment .* Experience processing financial transactions or coordinating student funding streams (e.g., Bursaries, Pupil Premium).

<p>Qualifications & Training</p>	<ul style="list-style-type: none"> * GCSE Maths and English Grade A-C/4-9 or equivalent . * NVQ Level 3 in Business Administration, or an equivalent qualification or demonstrably relevant experience. 	<ul style="list-style-type: none"> * Designated Fire Marshall training .
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> * Strong organisational skills with the ability to prioritise tasks and meet tight deadlines . * Proficiency with IT systems, spreadsheets, and databases . * Basic understanding of school financial and compliance regulations. 	<ul style="list-style-type: none"> * Hands-on proficiency with school systems such as Arbor and PS Financials . * Understanding of school safeguarding procedures
<p>Personal Qualities</p>	<ul style="list-style-type: none"> * Excellent written and verbal communication skills . * Ability to remain calm, flexible, and discrete under pressure when dealing with sensitive information . * Commitment to equality and delivering exceptional customer service to families and staff. 	<ul style="list-style-type: none"> * Full support of the Catholic educational ethos.