

Draft JD and PS : Admin Assistant Grade 2
Created by: AB, MW
Job purpose: The postholder will provide clerical, and administrative support to the Senior Office Manager and school to enable the delivery of a professional and efficient administrative service.
Draft outline: <u>Administration</u> - To be the focal point of the school for staff, parents, children and visitors, ensuring a friendly, welcoming and efficient environment, and to act as a first point of contact within the school to filter enquiries efficiently and appropriately, including all visitor checks and health and safety processes are in place to monitor entry in and out of the building. - Ensure the provision of an effective administrative support to the Office Manager and wider school. - Process small amounts of cash, invoices, orders and undertakes basic financial administration - Generally organise, plan and control workload and procedures. The interpretation and the provisions of regulations and directives, and the provision and advice on matters within the scope of the job, for example, accurately maintaining school used databases. - Support whole school events such as parents evenings, open evenings and attend operation meetings where necessary. - Ensure effective data management under GDPR and liaise with additional stakeholders within the Trust in relation to subject access and freedom of information requests.

- Liaising with the School Health Service in relation to pupil welfare.
- Support with the administration of medicine and first aid
- Engage with any necessary administrative duties

Support for the School

- To adhere to the ethos of the school, promoting the agreed vision and aims.
- To set an example through personal integrity and professionalism.
- All staff are expected to recognise and value differences and always show dignity and respect.
- To attend training, meetings and events, as directed within working hours.
- To engage with the professional development required to fulfil the role, proactively securing the subject knowledge and skills required for the learning activity.
- As the Trust is committed to personal and organisational development, the post holder is encouraged to identify job-related development needs and opportunities and discuss these with their line manager.
- To proactively engage with the MAT Professional Growth Policy, taking advantage of opportunities to visit and learn from other schools within and outside of the Trust in order to develop the practice within the school setting.
- To be flexible in the deployment across the school where needed, depending on the needs of the pupils. This could involve working with groups, pairs or individuals as needed.

General

- Be proactive with maintaining safety of pupils and their environment, adhering to policies/risk assessments and reporting/raising issues of concern.
- Contribute to the behaviour management of pupils, promoting school policies and the implementation of school strategies.
- To establish and maintain positive relationships with all pupils.

- Effective and professional communication with colleagues.
- Adhere to the MAT IT Acceptable Usage Policy and maintain up to date knowledge of the use of the MAT IT systems such as Google Drive and email.
- To have a responsibility for promoting and safeguarding the welfare of pupils within the school
- Adhere to the safer working practices within the school.
- As employees of Robin Hood MAT, all staff must ensure they are familiar with the policies of the Trust and the School which are relevant to their role.
- Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Method of Assessment (MOA)

AF - Application Form	C - Certificate	I - Interview	T - Test or exercise	P - Presentation
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Criteria	Requirement	MOA
Education / Qualifications NB: Full regards must be paid to overseas applications.	Essential A* - C in English or equivalent.	AF / C
Experience Relevant work and other experience	Desirable Experience in an administration environment. Experience of Microsoft packages. Experience of Google. Experience of using database applications. Experience of reception work.	AF / I AF / I / T AF / I / T AF / T AF / I
Skills and Ability E.g. written communication skills, dealing with the public etc	Essential An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 . Able to communicate effectively and accurately both verbally and in writing. Ability to communicate in a clear and concise manner both on the telephone and face to face. Ability to write clear letters and reports. Ability to complete work to the required standards of accuracy and presentation. Ability to maintain and develop effective working relationships with a wide range of people.	AF / I AF / I / T AF / I / T AF / I AF / I AF / I

	Ability to work on own initiative with minimal guidance from Office Manager.	AF / I
	Desirable	AF / I
	Knowledge of standard office procedures.	AF / I
	Knowledge of standard office equipment.	