

# Administrative Assistant

Job Description and Information



## **WELCOME**

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantages in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

Other benefits for teachers include:

- Access to a fully planned and resourced curriculum
- No marking (other than assessments)
- Reduced teaching load as part of wider cover provision
- Centralised behaviour systems
- Named coach / buddy for all new teachers
- All Intervention and Enrichment included as part of directed time

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

**Mr Simon Leach**  
**Principal**



## **Administrative Assistant**

**Hours: 37 hours per week,  
term time only (39wks)**

**Scale: Grade 2 Pts 3-5  
Salary: £24,796 - £25,584 pa (pro rota)  
Actual Salary: £21,328 - £22,005 pa**

**Working hours** - 37 hours per week, 39 weeks per annum + Inset-days - 8am to 4pm (daily with 30-minute lunch break) – Monday – Thursday and 8am to 3.30pm (30-minute lunch break) - Friday

### ***Required as soon as possible***

If you are someone who thrives in a busy office environment, is highly organised, and enjoys supporting the day-to-day running of a school, then this could be the ideal role for you. We are looking for an enthusiastic Administrative Assistant who takes pride in providing accurate, timely and effective support across a range of tasks.

We want someone who can help keep our systems and processes running seamlessly, contribute to a welcoming and well-organised academy, and play an important role in supporting staff, students and families. This is a fantastic opportunity to be part of a dedicated team and make a real contribution to the smooth running of the academy and the overall experience of our students.

This will be a varied but interesting role which will involve working on main reception, undertaking administrative tasks which include parental communications and SEND data, providing first aid and also working in student reception.

If successful in your application, you will also benefit from being part of Ormiston Academies Trust, a MAT of 44 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

Visit us online at: <https://mynewterm.com/jobs/137109/EDV-2025-OIEA-25322> where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please email [kmeakin@oiea.co.uk](mailto:kmeakin@oiea.co.uk) who will facilitate.

**Closing date for applications: 9am on Wednesday 18<sup>th</sup> March 2026**

**Interviews to be held – to be confirmed**



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**Responsible to: The Business Manager, under the direction of the Head of Admin Support & SENDCo.**

### **Role:**

- To provide administrative support to Reception & SEND with a key role in welcoming all visitors to the academy.
- Responsibility to provide administrative support to academy staff as directed by your managers.
- Support with whole school reprographics support during times of cover or high need
- Assisting in display work around the academy.
- Covering Student Reception at key times or times of absence.
- Be a first aider and deal with first aid issues

### **Main Duties:**

- Responsibility to promote the ethos of the academy and for receiving and dealing with visitors, telephone calls and electronic communications for the academy.
- Responsibility for the smooth and efficient functioning of the academy office and other duties commensurate to the grade of the post.
- Responsibility to undertake specific tasks assigned to the post for example: reprographics work, assisting with events and display work.
- Responsibility for the provision of first aid within the academy.
- To work flexibly within the academy's administrative team and be responsive to the academy's changing needs.
- To ensure that the reception area and main office are neat, tidy and safe and promotes a positive image of the academy to visitors.
- To manage the academy's telephone switchboard efficiently and respond to calls in a professional and efficient manner.
- To be the first point of contact for all visitors to the academy and support them in a courteous way.
- To receive complaints in a pleasant and reassuring way and direct them to the appropriate senior member of staff to deal with.
- To carry out administrative tasks issued by the Data Analyst/Head of Admin Support to meet the required deadlines.
- To receive, monitor, record and redirect as appropriate all incoming telephone calls from parents and carers as necessary.
- To undertake essential works to the Academy MIS systems.

### **Duties and Responsibilities – General**

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To participate in the Academy's performance management programme.
- It will be necessary to work with information technology and associated systems in accordance with academy policies.
- To co-operate with the Academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.
- To maintain confidentiality and observe Data Protection, GDPR and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>**

**Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.e. and of the Right to Work in the UK, Proof of NI Number.**

*Please see Person Specification on the next page.*

## Person Specification



### Post: Administrative Assistant

Essential Requirements		Assessment A = Application I = Interview T = Test
<b>1</b>	<b>Experience, qualifications and training</b> <ol style="list-style-type: none"> <li>1 Recognised qualification(s) and/or experience in an administrative role.</li> <li>2 Good general standard of education to Grade C or above at GCSE or equivalent (English and Math's).</li> <li>3 Previous related experience providing welfare support to young people.</li> <li>4 First aid qualification (training provided).</li> <li>5 Willingness to undertake on-going training in all aspects.</li> </ol>	<p>A</p> <p>A &amp; T</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>I</p>
<b>2</b>	<b>Skills and abilities</b> <ol style="list-style-type: none"> <li>1 Computer literacy and awareness with specific links to office administration (inputting data into MIS and school software systems– ARBOR).</li> <li>2 The ability to organise and prioritise workload so that deadlines are met.</li> <li>3 The ability to execute complex instructions effectively.</li> <li>4 The ability to show tact &amp; diplomacy with an understanding and regard, particularly in stressful situations.</li> <li>5 The ability to listen (often to sensitive and personal issues) and accurately transmit information (deciding what information to pass on, to whom and why – often of a highly confidential nature).</li> <li>6 The ability to implement the academy's health and safety and student welfare policies consistently and equitably.</li> <li>7 The flexibility and willingness to adjust to the demands of workload and the changing needs of the academy's administrative, pastoral and student support systems.</li> </ol>	<p>A &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I</p> <p>I</p>
<b>3</b>	<b>Specialist knowledge</b> <ol style="list-style-type: none"> <li>1 Knowledge of relevant statutory regulations e.g. Health &amp; Safety, Safeguarding etc.</li> <li>2 Knowledge of the appropriate software systems to support student welfare administration.</li> </ol>	<p>A, T &amp; I</p> <p>A &amp; I</p>
<b>4</b>	<b>Commitment</b> <ol style="list-style-type: none"> <li>1 Commitment to the Academy's values and principles, aims and policies.</li> <li>2 Commitment to developing the Academy as part of the local community.</li> </ol>	<p>I</p> <p>I</p>



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