



## **JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT**

**RESPONSIBLE TO:** School Improvement Team

**GRADE:** L3 6-8

**CONDITIONS:** 25 hours per week, 39 weeks per year (+ 5 training days); Hours negotiable.

### **PURPOSE OF POST:**

To undertake a range of administrative, secretarial and clerical duties which support the provision of high quality administrative services to the School Improvement Team.

### **ORGANISATION CHART:**



### **PRINCIPAL RESPONSIBILITIES:**

1. To provide a full secretarial and administrative support service to the Trust's School Improvement Team comprising a wide range of duties and encompassing the use of all Microsoft packages such as Word, Excel, Publisher and Google.
2. To accurately and in a timely manner, input any data onto the Trust's MIS as requested.
3. To ensure that all deadlines are met and confidentiality is maintained at all times.
4. To accurately take and receive telephone messages, emails and diary management.
5. To liaise with other staff to ensure the efficient processing of work in the best interests of the Trust.
6. To deal with correspondence and documentation as directed.
7. To liaise, as necessary, with staff and professional colleagues and the public.
8. To receive visitors and to ensure that appropriate arrangements are in hand (including hospitality) for meetings.
9. To prepare for and minute meetings as required.
10. To work efficiently and effectively with due regard to punctuality and meeting deadlines.



11. To undertake any training to up-date knowledge and skills.

12. To undertake any other ad hoc duties as requested by the line manager commensurate with grade.

#### **DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:** Printing resources: equipment and materials

**Other:** N/A

**Physical Effort:** The job is likely to involve some lifting of stationery stocks and equipment on a regular basis. Training will be provided.

**Working Environment:** Office environment.

#### **CONTEXT:**

All support staff are part of a whole Trust team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust's Staff Handbook. This will mean focussing on the needs of colleagues and being flexible in a busy pressurised environment.

#### **DBS**

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

**Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.**

### Person Specification: Administrative Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential

(E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <b>clear examples</b> of how you meet the <b>essential and desirable</b> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable work experience in a general office environment including working within administrative procedures.	1,2	Experience in the Education sector.	1,2
	Demonstrable experience of using word-processing spreadsheets, databases, diary management and IT packages.	1,2	Knowledge and experience of MIS packages.	1,2
<b>Skills/Abilities</b>	To be able to organise and prioritise work effectively.	1,2		
	To be proficient in the use of Microsoft software packages.	1,2		
	To have good numeracy and literacy skills.	1,2		
	To have the ability to maintain accurate written and computer records with attention to detail.	1,2		
	To have the ability to work to agreed deadlines and targets.	1,2		
	Able to communicate effectively with all members of the Trust community and other stakeholders.	1,2		
	To be willing to work as a team member.	1,2		
	To have an understanding of the need for confidentiality, sensitivity and diplomacy.	1,2		
	Proven ability to work on own initiative with minimal supervision and direction.			
	The ability to make effective decisions.			
To have excellent interpersonal and communication skills.	1,2			



	able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		
<b>Equality Issues</b>	An appreciation of some of the common forms of discrimination	1,2		
<b>Education and Training</b>	Willingness to undertake further training as deemed necessary to the role.	1,2		
<b>Other Requirements</b>	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an Applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- i. Equal Opportunities
- ii. Health and Safety
- iii. Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**