

MATRIX ACADEMY TRUST
Job Description – Administration Assistant
Term Time Only

Arrangement	Full time – 37 Hours Term Time Only 20 Weeks a Year Working Hours: Monday – Friday 10:00am – 2:00pm
Salary:	Scale Group 2 Spine Points 5-8
Main Purpose:	To provide administration support to the School, Senior Leadership, Teaching and Learning and Personal Development Team
Main Activities:	<ul style="list-style-type: none"> • Fully support in all aspects of administration in the school including reception cover (if required), photocopying, filing, emailing, routine forms, mail merges. • Administration Support for the Teaching and Learning and Personal Development team (CPD logs, Resources for T and L, ECT Administration, RQT Administration, teacher PM files, T and L documentation, Teacher PM documentation and files, Provision Map, Grid Maker, PD documentation, QA and Events Calendars, staff praise, New Staff Induction Documentation, policy updates, manage National College PD platform, website updates) • Checking school letters and creating Microsoft forms for collecting staff information • Minute taking (as required) • Proficient use of IT packages (e.g. word, excel, Powerpoint, databases, spreadsheets, Internet, photocopier). • Upkeep of Logs (e.g. Trips & Visits, Extra Curricular, Intervention) • Parent/Carer communication via Weduc (sending and scheduling messages and newsfeed items to go out to via the MAT App) • Creating Certificates for progress praise assemblies • Administration support for progress evenings and open evenings • Liaising with pupils, parents, staff and professional outside agencies.
Skills	<ul style="list-style-type: none"> • Willingness and ability to learn in house systems (eg Provision Map, Grid Maker and SIMS) • Excellent computer and keyboard skills especially in word processing • Excellent communication skills – both verbal and written. • Good time-management organisational and work-planning • Self-motivated and enthusiastic. • Effective team worker. • An ability to remain calm when under pressure. • An open, honest and active listener. • A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service as well as full regard for staff confidentiality
	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos.

Additional Duties:	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • Any other duty as deemed appropriate to the post by the Headteacher.
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date:

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Person Specification – Admin Assistant

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
Experience and Knowledge		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Have an understanding of attendance coding and procedures	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or busy environment	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).