

Job description

Job title:	Admin Assistant
Grade:	Grade: H4, Scale point range: Points 6-9 Salary range: £25,989 - £27, 254 (FTE) Pro Rata for Hours and Weeks Worked
Hours / weeks:	35 hrs/week to be worked between 08:00 and 16:30 41 Weeks/Year to be worked as follows: 38 weeks term time + 5 days (1 week) INSET days + 5 days (1 week) the week preceding the start of academic year + 5 days (1 week) during the school holiday period (TBA)
Contract type:	Permanent
Reports to:	Admin Officer

Job purpose

- To assist the Academy in the efficient running of the Main Office/Student Services Office by providing high quality administrative support to the admin team & to contribute to the overall ethos, work and aims of the Academy.

Main responsibilities

- Assisting with the Main office day-to-day processes, updating data on the Academy's MIS system as required as well as maintaining the Academy's database as required.
- Liaise with parents, guardians, staff and students and cover the main reception when required.
- General administrative duties such as stationery orders / stock taking, photocopying, filing, archiving, emailing & completion of routine forms & correspondence.
- Provide support for the Academy's staff telephone extension list to be kept up to date and distributed in a timely manner before the start of each term.
- Dealing with ParentMail queries and procedures, including setting up and maintenance of trips, events and uniforms orders.
- Assist with free school meals, annual photograph and Music lesson administration.
- Receiving, Sorting, Distributing and franking daily posts, and arranging for delivery to appropriate staff and record, stamp and arrange the posting of outgoing posts, if required.
- Enter and retrieve pupil data and produce reports from the School's MIS systems and other software packages as needed and directed.
- Assist with producing staff and pupil ID cards, and undertake IT based tasks as required.
- Provide support staff cover, as reasonably required, in the event of staff absence.
- Provide first-aid assistance to staff, students and visitors as and when necessary.
- Participate in training and development activities and programmes as required.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- Assisting with the Student Services processes, managing attendance queries via voice mails, phone calls and emails and logging lates.

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- Communication with Parents regarding Welfare, Behaviour management detentions, Reduced timetables and On call.
- Support with Exclusions, Isolations and Suspension Paperwork.
- Support with Confiscations, Off Role, Local authority paperwork, student filing and student archiving.
- Helping students deal with Student queries, timetable, telephone calls and lost property.
- Undertake such duties at the discretion of the Headteacher and School Business Manager as may reasonably be required.

Other

- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and pupils.
- Notify their Line Manager as early as possible if they are going to be absent from the Academy and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, at the request of their Line Manager and / or the Headteacher.
- Work with the school's agreed Behaviour and Attendance Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Exercise discretion and confidentiality when dealing with sensitive data and information.
- Demonstrate an organised approach, being able to prioritise and manage tasks efficiently and effectively.
- Take part in the Academy's performance management scheme and appraisal.
- Any other duties as requested by the Head Teacher or School Business Manager.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification

Attributes	Essential (or expected to train / qualify to that standard)	Desirable
General	<ul style="list-style-type: none"> • Polite and courteous • Confidentiality, probity & integrity • Excellent time management • Strong verbal and written communication skills 	
Qualifications & training	<ul style="list-style-type: none"> • GCSE / CSE • Proven on the job experience 	<ul style="list-style-type: none"> • Degree
Relevant experience	<ul style="list-style-type: none"> • Experience of working in a school setting • Appropriate experience in administration • Proven track record of working within a team • Excellent IT skills (G-Suite, email, internet etc.) • Excellent verbal and written communication skills 	<ul style="list-style-type: none"> • G Suite • First Aid training
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Willingness to learn new skills and acquire new areas of knowledge • Knowledge of MIS database • Ability to plan, organise and prioritise effectively to meet deadlines • Efficient, organised and meticulous • Flexible working and ability to multitask • Calm in a crisis • Uses own initiative and keen to develop the role 	
Personal qualities	<ul style="list-style-type: none"> • Strong people skills, fair minded and able to communicate well to a variety of audiences • Able to interact effectively with staff, parents, students and outside agencies • Team player, willing to share in key decision making • Understanding and sensitive to others 	