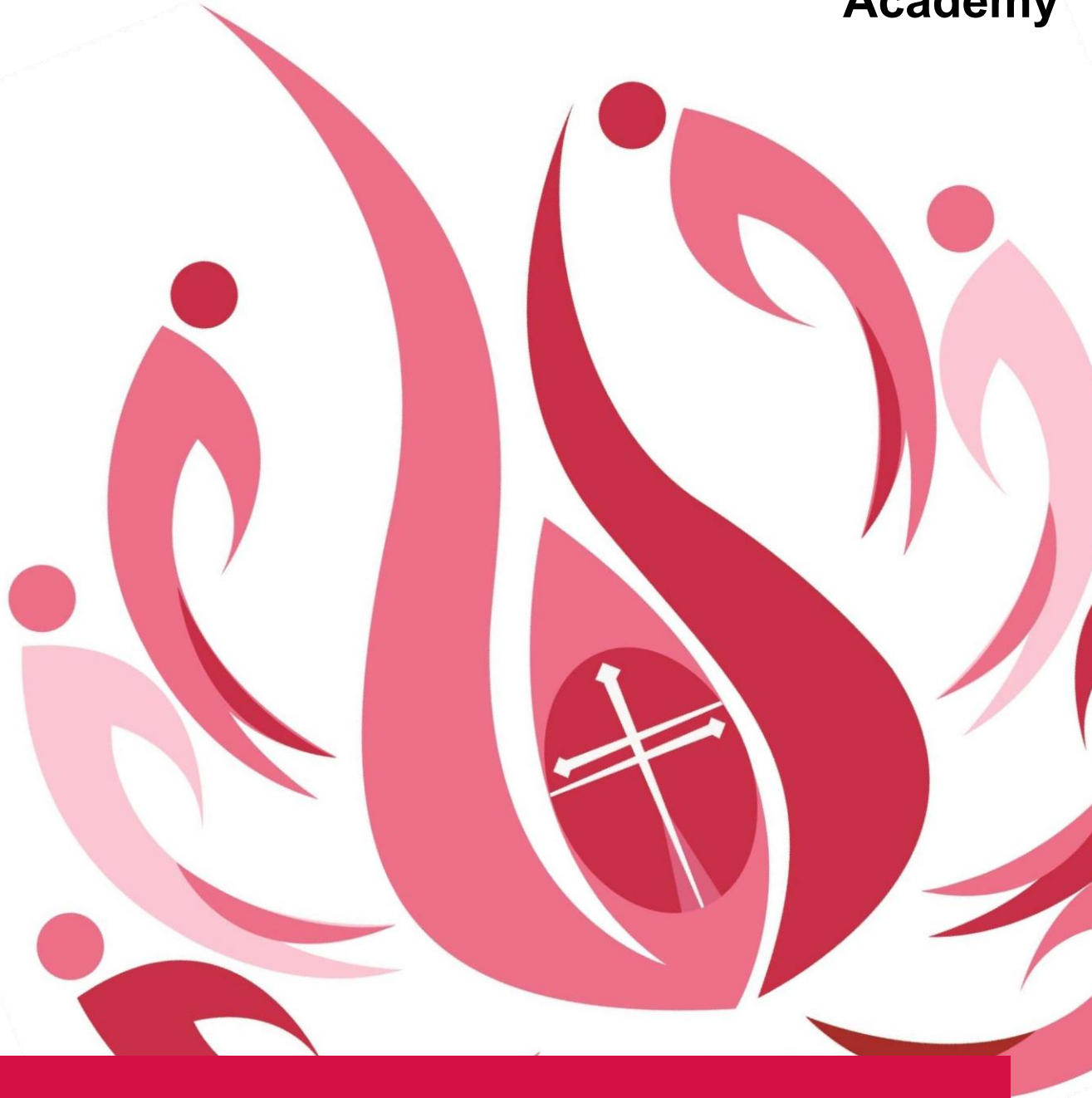




Administration Assistant

St. Bartholomew's Church of England Academy



Administration Assistant
15hrs per week
NJC scale E, Grade Point 5-6 £9,039 - £9,183

About the Role

The Trust are eager to appoint an enthusiastic Administration Assistant who is committed to supporting the Multi Academy Trust to educational excellence. If you can communicate well with colleagues and pupils, respond to unforeseen circumstances whilst maintaining a level of calm as well as be creative and resourcesul you could be exactly what we are looking for!

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- Salary will be commensurate with the role (Grade E £9,039 - £9,183)
- Eligibility to join the local government pension scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office for more information.

Completed applications and supporting documents should submitted via MyNewTerm where you will also find the closing date for the vacancy.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place asap after the closing date.

Job Description

KEY PURPOSE

To Provide reception, clerical, HR and financial administration support for the academy under the direction and supervision of the Academy Business Partner.

ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner.

PRINCIPAL RESPONSIBILITIES

Reception:

- Provide a welcoming reception service for the school, acting as a first point of contact for pupils, parents and visitors, dealing with enquiries as they arise, ensuring that the school's security and safeguarding procedures are adhered to at all times.
- Make and receive internal and external telephone calls, filtering and directing as necessary, taking accurate messages as required and delivering to the recipient in a timely manner.
- Arrange appointments and meetings on behalf of the leadership team as directed, liaising with parents, professionals and other outside agencies and adding to the school diary as requested.
- Ensure the office and reception facilities are tidy and presentable on a daily basis.
- Provide refreshments to visitors as required.

Administration:

- Effective maintenance, administration and update of Bromcom including pupil records and information, attendance, school meals, free school meals, assessment, school census, year-end processes, etc.
- Effective and timely monitoring of the main school email address, forwarding named communications to appropriate staff, dealing with enquiries and sending/replying to emails as directed.
- Ensure daily post is received, opened where directed, distributing named post to appropriate staff, dealing with enquiries and replying to standard correspondence as delegated.
- Record school meals and supply catering staff with numbers on a daily basis and in a timely manner. Verify the catering return weekly for total numbers and update figures weekly on the central catering reconciliation spreadsheet.
- Check and sign for deliveries. Check goods against delivery notes and advise the School Business Manager of any discrepancies or missing items before distributing to the appropriate member of staff or storage area.
- Maintain and administer the Bromcom system for academy trips, after school clubs, etc. and record entries on appropriate spreadsheets. Assist parents with registration if required.
- Receive bookings for the before and after school club. Maintain and update registers, financial information and liaise with parents.
- Upload school communications to the academy website including letters to parents, school meal information, school uniform, clubs, etc.
- Create letters for parents in relation to school events, trips, clubs, etc. and ensure effective communication via email, website, etc.
- Contact parents/carers or emergency contacts to advise when their child is sick or injured as directed. Collect children from their class and complete associated tasks for a child leaving the site.
- Administer medications to pupils as required, ensuring parents have completed the relevant consent form, and that medications are administered and stored in line with school protocols.
- Maintain the parent and staff information boards, displaying communication, posters and bulletins as required.
- Ensure that synchronization between the main school information systems is taking place, e.g between Bromcom and InSight, etc.

- Assist staff in the use of photocopiers, report any faults to the supplier in a timely manner ensuring follow up. Ensure sufficient stock of toner cartridges are available.
- Monitor standard curriculum supplies, including photocopier paper.
- Undertake general filing, photocopying and laminating of information as directed.
- Prepare paperwork for new admissions, ensuring that all forms have been completed and undertaking relevant checks.
- Ensure timely transfer of records for school starters/leavers and import/export of pupil records in Bromcom for those joining/leaving the academy.
- Liaise with internal and external school staff and Coventry City Council Admissions service as required to comply with guidelines.
- Maintain daily attendance on Bromcom in line with school procedures as required.
- Deal with the late arrival of pupils, recording reasons where available, make relevant entries into registers and communicate with school kitchen as appropriate.
- Prepare daily fire register and print class registers when required.
- Chase up absences where no contact has been made from the parent via telephone, liaising with the Attendance Lead, Learning Mentor and Safeguarding Team where there is cause for concern.
- Deal with holiday request forms from parents.
- To accept PDQ payments and record effectively where necessary.
- To chase any outstanding monies in line with Trust policies as directed.
- To support the administration of the recruitment of staff in the academy including arranging site visits for prospective candidates and organise any on site shortlisting materials as required.
- To ensure effective administration of agency and supply staff.
- To identify the requirements for appropriate risk assessments to be undertaken.
- To complete accident report forms and submit as appropriate.
- To monitor and report on issues relating to the site.
- To complete the Collect administration process as required • To reconcile weekly catering numbers and record as appropriate.
- To undertake the timely administration for data including CTF; appeals procedure; FSM applications.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	Grade C GCSE or equivalent in Maths and English	X		X	X	X
2	Competent in the use of Microsoft Office software e.g. Word, excel, publisher	X		X	X	X
3	Previous experience of using Bromcom or similar MIS		X	X	X	X

4	Relevant finance or administration qualification		X	X	X	X
5	Experience of working in a busy office environment	X		X	X	X
Professional Experience and Knowledge						
1	Experience of working in an educational setting		X	X	X	X
2	Good organisational skills	X		X	X	X
3	Good communication skills	X		X	X	X
4	Accuracy and attention to detail	X		X	X	X
5	Able to exercise initiative and independent action and understand the need to maintain confidentiality at all times	X		X	X	X
6	Ability to undertake routine tasks without close supervision	X		X	X	X
7	Knowledge of office systems and procedures	X		X	X	X
8	Knowledge of school policies and procedures		X	X	X	X
9						
10						
Skills and Abilities						
1	Ability to work well under time pressure and to work to tight deadlines	X		X	X	X
2	Excellent communication skills including ability to relate well to children as well as adults	X		X	X	X
3	Take responsibility and accountability	X		X	X	X
4	Relates well to pupils, parents, staff and other professionals/stakeholders	X		X	X	X
5						
Personal Qualities						
1	Team player with a can do attitude	X		X	X	X
2	Committed to Equal Opportunities	X		X	X	X
3						
4						