

Job Profile: Administrative Assistant

Salary scale:	B1, SCP 4-6, £25,185 - £25,989 FTE)
Actual Salary:	£22,218 - £22,927
Working hours:	37 per week (7am – 3pm)
Academy:	Abbey Grange Academy
Responsible to:	Office Manager
Nature of contract:	Permanent, Term Time Only plus 10 days (40 weeks per year)



Job purpose:

To act as part of the Admin Team to undertake a wide range of administrative tasks, using Microsoft Word & Excel, ParentPay, Class Charts, email and other databases including Arbor and providing a comprehensive service to staff, students and governors.

Job specific responsibilities:

- To work as part of a team, as well as on your initiative
- To administer cover for staff absences first thing in the morning
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake a broad range of administrative and reception duties
- To use IT applications and Databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with visitors, staff and students in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To carry out break and lunch duties in accordance with the duty rotas
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to reflect critically, and respond to, performance and feedback	✓	
Think creatively in order to anticipate and problem solve	✓	
A keen user of technology, IT systems and applications	✓	
Excellent interpersonal, written and oral communication skills	✓	
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Excellent time management and organisational skills	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent	✓	
Ability to process documentation using Microsoft Office applications		✓
Ability to accurately input/retrieve data information from information systems	✓	
Ability to prioritise work to meet conflicting deadlines	✓	
Experience working within an educational establishment or other appropriate environment		✓
Previous experience working as part of a team	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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