



# Kenilworth Multi Academy Trust

ASPIRING TO EXCELLENCE THROUGH QUALITY, AMBITION AND INDEPENDENCE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Salary Grade:</b>	<b>Grade 3 points 4 - 7</b>
<b>Hours/Weeks</b>	<b>32 hours, term time only</b> <b>Hours by arrangement with Management to meet the needs of the Trust.</b>
<b>Location:</b>	<b>The Westwood Academy and any school sites associated with the Trust</b>
<b>Line Manager:</b>	<b>Office Manager</b>
<b>Tenure:</b>	<b>Fixed Term 12 months</b>
<b>Core Purpose:</b>	<b>To assist with general admin across the school</b>

Work under general instruction and guidance, handling a range of administrative processes and tasks that are covered by established procedures, but prioritises own workload.

Produce documents from drafts, amend standard formats on a computer. Inputs/retrieves information on the school's database management system (Bromcom) and on financial packages using initiative where necessary. Operates other IT packages and spreadsheets.

Work is directed to the role by the Office Manager.

The role requires initiative to be exercised with complex problems being referred upwards.

### Principle Responsibilities:

- Promote the vision and values of the school and Trust with all stakeholders including parents, visitors and the local and wider community
- Support the Office Manager to provide admin support for the Head of Years, SENCO, Sixth Form and Reception duties
- Answering and dealing with enquiries, making telephone calls on behalf of HOY's and other senior staff as required
- To devise and use administrative processes that enable an effective communication system between school staff relating to pupils sent home and subsequent meetings arranged with pupils
- To Undertake a wide range of pastoral and administrative duties as directed by

the Office Manager; to include dealing with students, zsending out agendas for meetings, the taking of action minutes, filing, word processing of documents and distribution of documents in line with data protection and compliance with GDPR

### **Responsibility for people (other than employees supervised/managed)**

The post has considerable impact on the well-being of individuals or groups both directly and through their contribution, which have a direct impact on pupils.

### **Responsibility for staff:**

The post has some responsibility through advising, guiding, supporting and co-ordinating the actions of other staff.

### **Responsibility for budget:**

The post has no direct responsibility for financial resources

### **Responsibility for physical resources:**

The post has some responsibility for physical resources in terms of record keeping and the maintenance of data in line with GDPR and Data Protection Act.

### **Typical tasks, duties and responsibilities:**

- Arranging Head of Year admission meetings, attendance meetings / updating trackers & CPOMS including PTTT arrangements / Attendance action plans
- To ensure that HOY's are provided with all the necessary paperwork when
- Meetings have been arranged and provide a follow up service in rearranging meetings
- Arrange external speakers & workshops and occasionally supervise them / events
- Order resources for leaver's assembly / hoodies / prom / fundraising for prom throughout the year e.g. cake sales, supporting with bookings and event admin for prom
- Assisting HOY's with writing and distribution of praise postcards or telephone calls to parents
- Transition booklet information updated on the MIS
- Supporting the organising of summer school
- Termly attendance letters and certificates for 100% attendance Graduation co-ordination
- Provide an efficient and effective general administrative service as directed by the Office Manager
- Keeping students records up to date, e.g. adding student statements etc.
- Assisting with organisation of vaccinations and photographs for students
- Organise student lockers
- Deal with Parent Pay enquiries for trips, meals etc
- To be involved in the inputting and extrapolation of data as required
- Mobile phone collections
- To undertake First Aid duties as required (First Aid at Work qualification is required but the School will pay for the qualification)
- Undertake general activities/duties e.g. photocopying, filing, emailing, and completing routine tasks

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Child Protection and Safeguarding:**

- Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
- As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust’s safeguarding arrangements.

**Data Protection:**

- To be aware of the Trust’s responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

**Confidentiality:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed .....Date.....  
(Post-holder)

Signed.....Date.....(Line Manager)

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Right to work in the UK	✓		✓	✓	
2	Good standard of education in numeracy and literacy	✓		✓	✓	
3	Further qualification in administration		✓	✓	✓	
5	First Aid at Work Qualification or a willingness to undertake training	✓		✓	✓	
<b>Professional Experience and Knowledge</b>						
2	Experience of working in an educational setting		✓	✓	✓	
3	Experience of working in a confidential environment	✓		✓	✓	
4	Experience of adhering to systems and procedures ensuring school compliance		✓	✓	✓	
5	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓	
6	Experience of building and maintaining effective working relationships		✓	✓	✓	
7	Has an understanding and knowledge of GDPR and confidentiality	✓		✓	✓	
8	IT literate to use a range of packages	✓		✓	✓	
<b>Skills and Abilities</b>						
1	Listens well, communicates clearly and good interpersonal skills to explain clearly and concise manner	✓		✓	✓	
2	Can follow verbal and written communication skills	✓		✓	✓	
3	Has a pro-active approach to problem solving and to work collaboratively within a team		✓			

4	Relates well to people at all levels, with staff and pupils	✓		✓	✓	
5	Follows procedures and policies	✓		✓	✓	
6	Manages time effectively and able to multi-task to meet deadlines	✓		✓	✓	
<b>Personal Qualities</b>						
1	Maintains confidentiality and discretion	✓		✓	✓	
2	Works effectively independently and within a team	✓		✓	✓	
3	Maintains a positive outlook at work		✓	✓	✓	
4	Has a flexible and enthusiastic approach	✓		✓	✓	
5	Focuses on customer needs and satisfaction		✓	✓	✓	
6	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
7	Promotes and defends equal opportunities	✓		✓	✓	
8	Has an awareness of health and safety, safeguarding and GDPR	✓				
9	This post is subject to an enhanced Disclosure and Barred Service check, social media, overseas and references checks.	✓				