

JOB DESCRIPTION

Job Title	Administrative Assistant
Pay Grade/Scale	OUTL4 (SCP 7-10) (£30,285 - £31,610 FTE)
Actual salary pro-rata	£8,607 - £8,984
Hours/weeks	12 hours per week x 44.46 weeks per year (Term Time)
Location	Hatchside Juniors Academy
Responsible to	Admin & Resources Manager

RESPONSIBLE FOR: SUPPORT THE DELIVERY OF A PROFESSIONAL HIGH QUALITY AND EFFICIENT FRONT OF HOUSE AND ADMINISTRATIVE SERVICE.

JOB PURPOSE

The Admin Assistant is part of the school office team, who work together to provide an efficient and sympathetic general office and front line service and are responsible for undertaking administrative, financial, organisational processes within the school. Under the guidance of senior staff, the post holder will assist with the planning and development of support services

DUTIES & RESPONSIBILITIES

Organisation

- Provide front line services including: answering the telephone, receiving visitors, provide hospitality and deal with enquiries, ensuring a warm, professional and safe welcome.
- Act as the first point of contact for all visitors, ensuring identity verification, safer-recruitment clearance and correct sign-in procedures in line with Trust safeguarding requirements.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.

Administration

- Co-ordinate manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Produce high-quality documents and correspondence, using a range of software and cloud-based tools (e.g. Microsoft 365), ensuring accuracy, accessibility and professional presentation.
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body where necessary
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Undertake administrative procedures

Resources

- Operate relevant equipment ICT packages
- Monitor and manage stock within an agreed budget seeking best value cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school

- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Undertake financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

OTHER RESPONSIBILITIES

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post.

OTHER REQUIREMENTS

- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times

SAFEGUARDING

The Trust is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks from previous employers.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Trust policies on health and safety.

PERSON SPECIFICATION

Qualifications:

- NVQ 2 or equivalent qualification or experience in relevant discipline

Key Skills and Competencies

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Very good numeracy/literacy skills
- Good organisational skills
- Significant experience of using ICT, and a working knowledge of Microsoft Office programmes, specifically Word and Excel
- Ability to maintain confidentiality
- Ability to relate well to children and adults
- Effective use of ICT equipment/resources
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- An awareness of equal opportunities

Experience

- Experience of development, management and operation of administrative systems

Other requirements:

- Present a professional and friendly disposition

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