**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

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| Post Title | **Admin and Clerical Assistant** |
| Grade | **Support Staff Grade 3** |
| Responsible to | Business Support Manager |
| Responsible for | N/A |
| Purpose of job | The purpose of the post is to provide routine general clerical, administrative and financial support to the school. |
| Normal base of work | Tinsley Meadows Primary Academy (however at times you may be required to be based at other FRMAT sites by consultation) |
| Safeguarding statement | Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.  This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice.  An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).  The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks. |

**JOB DESCRIPTION: Admin and Clerical Assistant**

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| The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust’s policies and within the framework of the Education Act 2002 and the School Standards |

##### Main Duties and Responsibilities

**Organisation**

* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors as necessary
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
* Assisting with arrangements for visits by school nurse, photographer etc.

**Administration**

* Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
* Maintain manual and computerised records/management information systems
* Undertake typing, word-processing and other IT based tasks
* Sort and distribute mail
* Undertake routine administration e.g. registers/school meals

**Resources**

* Operate office equipment e.g. photocopier, computer
* Arrange orderly and secure storage of supplies
* Undertake routine financial administration e.g. collect and record dinner money

**RESPONSIBILITIES**

* 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 aware of and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals as appropriate
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required

**Miscellaneous Duties**

* To be willing to undertake training and professional development as required of the post.
* To be willing and able to drive to and from venues in the region as required.
* Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Principal, Business Support Manager (or equivalent) or Senior Leadership Team.

**Footnotes:**

(i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.

(ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

**PERSON SPECIFICATION: Admin and Clerical Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications & Skills** | Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in English) | NVQ level 2 in administration or equivalent |
| **Professionalism** | Able to work with professional integrity, honesty and transparency and without judgement.  Open and adaptable to new ways of working that promote the ethos of the Trust and the school  Commitment to maintaining confidentiality at all times  Ability to self-manage work-load and competing priorities in a very busy school environment  An effective communicator, both written and orally  Professional helpful and approachable demeanour  Good inter-personal skills and ability to adapt communication style to differing audiences (e.g. children, parents, stakeholders, staff)  Excellent telephone manner | Shows a strong commitment to values which align well with the Trust & the School  Experience of being a role model with a team and supporting colleagues |
| **Professional development** | Commitment to ongoing training and development |  |
| **Diversity Equality & Inclusion** | Promotes equality and celebrates diversity; understands the need for equity and equality; acknowledges and takes steps to eradicate unconscious bias in own practice | Experience of championing Diversity, Equality and Inclusion in professional setting |
| **Experience, Knowledge and Skills** | Experience of providing high level support in a busy environment  Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment  Self-starter, work on own initiative, strong organisational skills and good written communications  Resilient and able to cope well under pressure | Experience of working in a school  Knowledge of using SIMS.net  Experience and knowledge in processing orders for school dinners  Knowledge of school policies including safeguarding, health and safety |