

Salary:	Apprentice Rate
Responsible to:	Business Support Manager, SLT, Headteacher
Date of Job Description:	June 2024

Purpose of the Role:

To provide general clerical or administrative support to the academy under the direction or instruction of senior staff.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties:

- Provide administrative support, following instruction or set routines e.g. photocopying, filing, faxing, emailing, completion of routine forms. This could be directly supporting the Principal, SLT and/or other Business Function colleagues.
- Update manual and computerised records/management of information systems
- Exchange of information appropriately, and in line with GDPR and Confidentiality Guidelines, with other school colleagues including the senior leadership team, pupils, parents/carers and other external parties
- Undertake reception duties, act as a first point of contact in response to telephone and face-to-face enquiries, sign in visitors and inform colleagues of their arrival
- Open, sort and distribute incoming mail and post outgoing mail
- First point of contact for sick pupils, liaise with parents/carers and academy colleagues
- Assist with arrangement for visits, for example by school nurse, photographer
- Ensure the collection of attendance registers and other documents from students
- Responsible for the selection, ordering and storage of supplies under direction
- May handle small amounts of cash
- Preparation of Headteacher awards and certificates weekly/fortnightly
- Preparation for meetings and/or assemblies and other events and organising hospitality when required.
- Any other duties as reasonably requested by senior leaders