|  |  |  |
| --- | --- | --- |
| **Role** | **Grade** | **Reports to** |
| Administrative Assistant | Grade 3 | Office Manager/Operations Manager |

**Main purpose of the job**

* To provide a comprehensive administrative and financial support to the school
* To provide administrative support to the Senior Leadership Team
* To provide administrative support to leaders and teachers in arranging, recording and taking of minutes of Education and Health Care Plan meetings
* To work collaboratively with all staff and parents in order to support pupil wellbeing.

**Key relationships**

The post holder will report to the School Administration Manager. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils parents.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities**

**Organisation**

* To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
* To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc
* To undertake clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.

**Administration**

* Arrange meetings and events and take notes at meetings to a high standard
* To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
* To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
* To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports
* To assist with school administrative duties relating to accreditation where appropriate.
* To collect and distribute incoming mail, despatch outgoing mail as appropriate
* To undertake routine administration of school lettings and other uses of school premises
* To maintain display boards and to ensure these are refreshed regularly
* To administer school registration procedures in line with statutory requirements

**Resources**

* To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
* To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
* To operate uniform, snack and other ‘shops’ within the school (if applicable)
* To provide general advice and guidance to staff, pupils and others

**Responsibilities**

* Use initiative in time management to organise own workload in order to meet deadlines
* To provide cover for other administrative colleagues when required
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* To be aware of and support difference and to ensure equal opportunities for all
* To contribute to the overall ethos, work and aims of the school
* To attend and participate in relevant meetings as required

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement: [Vision, Values and Strategy - Prospere Learning Trust](https://www.prospere.org.uk/about-us/vision-values-and-strategy)
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Numeracy/literacy skills (at a level equivalent to NVQ Level 2)  | Essential | Application |
| **Knowledge and Experience** |
| Experience of general clerical, administrative and financial work | Essential | Application, Interview |
| Possess good numeracy and literacy skills | Essential | Task, Interview |
| Ability to manage own workload effectively | Essential | Interview |
| Willingness to undergo minor first aid training | Essential | Interview |
| Ability to produce accurate written minutes /notes of meetings | Desirable | Task, Interview |
| Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing  | Desirable | Application, Interview |
| Possess good keyboard skills in order to produce high quality documents | Essential | Task, Interview  |
| Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash | Essential | Application, Interview |
|  Have a knowledge and awareness of the regulatory framework around education and schools | Desirable | Interview |
| Ability to relate well to children and adults | Essential | Application, Interview |
| Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Essential | Application, Interview |
| Ability to identify your own training and development needs and cooperate with the means to address these needs | Desirable | Interview |
| **Behaviours and Values** |
| Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work | Essential | Interview |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards | Essential | Application, Interview |
| The flexibility to adapt to changing workloads demands and new school challenges | Essential | Application, Interview |
| Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users | Essential | Interview |
| Personal commitment to continuous self-development | Essential | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.