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**GHOST HILL INFANT & NURSERY SCHOOL**

**JOB DESCRIPTION**

**ADMINISTRATION ASSISTANT**

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| --- | --- |
| **Line Managers job title:** | Office Manager |
| **Salary:** | Points 4-6 of the Support Staff Scale  **FTE** £24,404 – 25,183 per annum  **Pro rata** **£11,007 – 11,559 per annum, including an allowance for holiday pay** |
| **Tenure:** | Permanent |
| **Contract type:** | Term Time Only |
| **Hours per week:** | 20hours per week |

**THE POST**

Ghost Hill Infant & Nursery School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Administration Assistant**.**

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The personal competencies expected of a Administration Assistant are:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Administration Assistant are:

* Have excellent written skills in when communicating to staff, governors, parents, students and visitors;
* Be flexible in managing, planning and executing daily, weekly, monthly workloads;
* Have track record of successful administrative experience in dealing with confidential material;
* Be familiar with the use of Information and Communications Technology and the Microsoft Office package;

The qualifications and experience required of a Administration Assistant are:

* A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
* A minimum Level 2 Qualification or equivalent in Business Administration (desirable)

**JOB SPECIFICATION**

**General Responsibilities**

The Administration Assistant is responsible for supporting the office manager.The successful candidate will provide a high standard of secretarial, IT and administrative services for the school's teachers and pupils and work flexibly to ensure that duties are carried out efficiently and effectively.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* To use Pupil Asset - registers, lunches
* To undertake receptionist, telephone and other duties as appropriate - late children, forgotten belongings etc
* Record and deal with all monies received - toddlers, nursery, trips, donations
* Assist with the preparation and administration of forms, maintenance of records, computerised data and management information
* To prepare letters to parents, reports and other documents
* Input lunches on the system and provide the kitchen with the weekly figures
* To regularly check the Office email account and deal with messages accordingly
* To open and distribute incoming mail and assist with general postal arrangements
* To undertake clerical and administration support including photocopying, filing and archiving
* Administer places and issue relevant letters and payments for toddlers

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | Term Time only (normally 38 weeks) |
| Hours per week | 20 Hours per week |
| Normal working Pattern | Monday – Friday  09.00-13.00 |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points **4-6** of the Support Staff Salary Scale
* FTE Salary: £24,404 - £25,183 per annum
* Pro rata salary: **£11,007 - £11,559 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **insert rate** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.