|  |  |
| --- | --- |
| **Profile Title and Grade** | |
| Administration Assistant Band 6 | **JOB ID;** SCHOOLADMIN6 |
| **Purpose of the role** | |
| Working within process guidelines provide clerical and administrative support including the answering of telephones, taking messages and responding to enquiries. Undertake reception and general office duties.  The main duties of the role will include:   * Providing general clerical and administrative support to the school administration function, with a focus on Admissions. The Admissions role will involve meeting parents/carers to complete admissions paperwork (those families which have more complex needs will have advice sought direct from Inclusion Team) * Undertake accurate data-inputting tasks, word processing and other IT based tasks. * Using a degree of personal responsibility and initiative, maintain records, organise meetings, room and travel bookings and maintain office systems and diaries. * Assist with promotion and marketing activities * Take messages, answer questions from, and give information to, the public and school staff. * Reception duties as necessary. | |

|  |
| --- |
| **Responsibilities** |
| To provide general clerical and administrative support to the school administration function.   * Ensure office stationery, and other office consumables are ordered in accordance with the Schools purchasing procedures. This includes liaising with external suppliers to order stationery and consumables. * Using a degree of personal responsibility and initiative, maintain records, organise meetings, room and travel bookings and maintain office systems and diaries. * To produce minutes of both formal and informal meetings. * Use initiative to organise the time and diaries of more senior staff following general instructions and guidance. * Take messages, answer questions from, and give information to, the public and school staff. * Respond to, investigate and answer queries requiring an understanding of local policy, procedure and confidentiality. * Undertake accurate data-inputting tasks, word processing and other IT based tasks. * Reception duties as necessary. * Use Microsoft Office and email packages. * Undertake training to use bespoke local software packages used by the School. * Be aware of pertinent legislation relating to the administration function such as Data Protection. * Check and collate information provided by others to ensure information entered onto School systems is fit for purpose. * Where necessary, password protect and/or take special measures to safeguard the confidentiality of the Schools information. Be responsible for locking away confidential data. * Ensure that the School held information is provided only to approved and/or appropriate persons. * Check and collate information provided by others to ensure information entered onto School systems is fit for purpose.   Provide support in specialist duties that could also be associated with this post. The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties.   * Undertaking financial processes, in accordance with the Schools financial regulations. * Assist with promotion and marketing activities. |
| **Indicative Knowledge, Skills, Experience** |
| * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. * Knowledge and skills equivalent to national qualifications level 3. |
| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. |

* Share expertise and skills with others.
* 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.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

#### **Developments**

The work of the Trust changes and develops continuously which in turn requires post holders to adapt and adjust. The functions/responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will involve discussion and consultation which the post holder and where necessary, with a trade union representative.

**AD ASTRA TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES INCLUDING AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK.**

January 2025