

Job Description – Administration Assistant

Job title	Administration Assistant
Grade	Grade 2 (Points 3-8)
Responsible to	Office Manager and Student Services Manager
Effective from	ASAP

Summit Learning Trust Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Role Purpose

- Provision of effective administrative and clerical support to the academy.
- Undertake the administrative duties associated with all aspects of supporting pupil's needs as required.

Key Function

- Efficient and effective delivery of school administrative tasks, primarily associated with the Reception area.

Main Duties and Responsibilities:

As a member of the School Office undertake admin duties as directed by the Office Manager and in particular:

- General administration inc. photocopying, typing and filing as required
- Maintenance and input of pupil related systems inc Arbor, FSM Eligibility Checker, Impulse and ParentPay
- Be a lead administrator on September Transition
- Be a lead administrator for Free School Meals, maintaining the FSM Eligibility Checker
- Assist the Office Manager in completing pupil returns including Census and reconciling queries (ULN – Learning Records Service)
- Assist in stock control and purchasing for Stationery and SOAR (under supervision of the Office Manager)
- Assist the Office Manager in maintaining the School Archive
- Assist with Medication and First Aid Audits
- Oversee the Uniform Hub inc. Uniform Audits
- To support students, who may be distressed or in need of information
- Assist the Pastoral Team in relation to the Exclusion process and other administrative duties
- Assist the Attendance Team by recording Late students on Arbor (when required)
- Support in Student Services 2 days per week

- Relief Reception cover, as required
- Cover absent staff (support) as required
- To answer phones, as part of an agreed system
- To share information with appropriate stakeholders
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people that they come into contact with
- To undertake appropriate professional development including adhering to the principle performance management
- To ensure all tasks are carried out with due regard to Health & Safety

To adhere to the ethos of the school by

- promoting the agreed vision and aims of the school
- setting an example of personal integrity and professionalism

Accountabilities

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Have an awareness of whole school issues that affect the well-being and education of the child.

Other Information

- The post holder shall also undertake to such other duties that may be commensurate with the grade and nature of the post

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	