

Job Title: Administration Assistant	Pay Scale: PPS4
Normal Place of Work: Ling Moor Primary Academy	Line Manager: Academy PA
Role Summary: We are seeking to appoint an Administration Assistant to provide clerical and reception support to Ling Moor Primary Academy's administrative function.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To provide full clerical and reception support to Ling Moor Primary Academy's administrative function, Academy PA, Headteacher and Senior Leadership Team including note-taking, diary management, administrative duties, telephone calls, arranging appointments and meetings, drafting routine correspondence and other associated duties.
- Manage and prioritise tasks effectively meeting deadlines and supporting staff with admin duties.
- Input daily attendance onto the management information system, including, adhering to Trust policy and procedures to collect, track and analyse attendance data. Communicate clearly to parents/carers the attendance procedures and expectations.
- Produce reports for the attendance team, senior leadership team, governors and distribute letters.
- Maintain the Academies website and social media account seeking appropriate support from the Trust's communication and Marketing Team where required.
- Maintain and manage the online payment system, ParentPay for school meal orders, educational visits and after school provision.
- Maintain the academy management information system, SIMS.
- Raising purchase orders and processing invoices through PS Financials.
- Organising staffing in the event of absence under the guidance and approval from the Head of the Academy.
- To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.
- To open, distribute incoming mail, record and send outgoing mail.
- Receive incoming goods and check against orders as required.
- To assist the arrangement of routine in school activities such as medical/dental examinations, school photographs, induction evenings and parent consultation evenings.
- To organise educational visits and residential visits including booking transport, tracking online payments, collating consent forms and processing invoices.
- To undertake the appropriate CPD training where relevant.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Administration Assistant

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ Level 2 or 3 Administration qualification or working towards		X	AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
6.	Experience of working in an education setting		X	AF/IV
7.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
8.	High standards of accuracy and attention to detail	X		AF/IV
	SKILLS AND ABILITIES			
9.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
10.	Ability to work on own initiative and as part of a team	X		IV/R
11.	Good planning and organisational skills	X		IV/R
12.	Excellent oral and communication skills	X		IV/R
13.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
14.	Ability to motivate and develop self	X		IV/R
15.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....