

Role Description

Administration Assistant

NJC Pay Range	Band C
Responsible To:	Principal

Main Purpose of the Post

- To provide general clerical and administrative support to the Academy.
- To provide administrative support to the Senior Leadership Team as needed.
- To greet all visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner.
- To maintain good working relationships with all members of the Academy community.
- To undertake any other relevant administrative duties.

Key Areas of Responsibility

- To provide administrative support to the admin team including (but not limited to) making routine telephone calls, supporting the set-up of meetings, photocopying, printing, filing, and scanning of documents.
- To answer and action any incoming calls, transferring to the relevant member of staff and to take and communicate messages.
- To sort and manage incoming/outgoing mail.
- To maintain high standards when managing confidential information, complying with the academy's data protection procedures and legal requirements at all times.
- To receive and send emails and text messages, forwarding when necessary.
- To ensure staff, visitors and students are appropriately signed in/out of the building.
- To undertake certain financial transactional and administrative tasks required by the academy.
- To update files and folders on a regular basis, ensuring secure storage of confidential documents.
- To complete miscellaneous duties with regard to school events, educational visits, and functions.
- To actively engage in the Performance Management / Appraisal process.
- To provide administrative support to the Leadership Team.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Supplementary Information

NJC Pay Range	Band C
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.