****[](https://www.google.co.uk/url?sa=i&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjC5Nm05ozbAhVDtBQKHRbMBncQjRx6BAgBEAU&url=https://www.gogohares.co.uk/gogocreate/old-buckenham-high-school&psig=AOvVaw0aAkxjuW8CvF-xScySdnle&ust=1526648339007831)

**SAPIENTIA EDUCATION TRUST**

**OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION**

**ADMINISTRATION ASSISTANT**

|  |  |
| --- | --- |
| **Line Manager:** | Data Manager |
| **Salary:** | SCP3 – SCP6 of the Support Staff Salary Scale  FTE; £18,562 - £19,698 per annum  Pro Rata; £15,894 - £17,169 per annum |

**THE POST**

We are looking to recruit an efficient, flexible and reliable individual to join our Administrative Team. The successful applicant will be required to provide a high standard of financial and administrative services to the school, to undertake receptionist, switchboard and messenger duties and any general clerical duties. Other necessary qualities include excellent IT skills, confidentiality and being able to work on your own initiative and with others in the admin team. At times the school office can be incredibly busy so you will need to be able to work under pressure.

Old Buckenham High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all support staff 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;
* 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 organisational skills and be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy working environment;
* Have excellent communication skills in person and in writing and be able to communicate with staff, parents and students in a professional manner;
* Work collaboratively within a team as well as working well independently;
* Maintain confidentiality and handle situations with care and empathy;
* Able to work on own initiative.

The qualifications and previous experience required for an Administration Assistant are:

* Good numeracy and literacy skills;
* Experience in general or secretarial administrative work;
* ICT literate with good keyboard skills. Be confident and skilled in the use of Microsoft Office systems to include Word and Excel;
* Ability to relate well to children and adults, working constructively as part of a team;
* Ability to identify own training and development needs and co-operate with means to address these.

**JOB SPECIFICATION**

**General Responsibilities**

The Administrative Assistant is responsible to the Data Manager in providing a high standard of reception and administrative support to the school, its teachers and students by working flexibly with other staff to ensure that duties are carried out efficiently and effectively.

The post-holder will be required to comply with the Old Buckenham High School Code of Conduct for Staff and Volunteers.

Old Buckenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/she must ensure confidential or sensitive material is handled appropriately and accurately.

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

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 within the grade and scope of the post as determined by the line manager.

**Specific Responsibilities**

* Using school financial systems provide financial administrative support including raising orders; preparation of invoices for private transport, keep records of payments and chase debtors; lettings; management of cashless catering, school trips and stationary sales;
* Provide administrative support within the school office to include photocopying, filing and archiving, undertake reception duties, receive and relay promptly any telephone or other messages,
* Keep a diary for minibus bookings, organise minibus training, keep a record of authorised drivers and check driver licences;
* Ensure visitors to the school are courteously and correctly received;
* Prepare letters, reports, memos and other documents promptly and efficiently;
* Update and maintain school’s email/text system;
* Check office email account, deal with messages and forward to correct member of staff;
* Attend first aid training and deputise in the absence of the Medical Officer;
* Issue bus passes in line with local authority guidelines;
* Administration for free school meals, liaise with local authority;
* Provide specific support in relation to Duke of Edinburgh award and Work Experience where required;
* To sort, return, or arrange disposal of lost property;
* To open and distribute incoming mail, dispatch outgoing mail and assist with general postal arrangements;
* Produce and publish weekly bulletin for staff and students;

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | 39 |
| Working weeks | Term Time, plus 1 week during School holidays |
| Hours per week | 37 |
| Normal Working Pattern | Monday – Thursday 08:15-16:15  Friday 08:45-16:15 |
| Unpaid Breaks | 30 minutes per day |
| 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. The salary includes an additional 5.46 to 6.45 weeks as holiday pay. |
| CPD Days | School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

Salary Details:

* Points 3 - 6 of the Support Staff Salary Scale
* FTE: £18,562 - £19,698 per annum
* Pro-Rata: £15,894 - £17,169 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 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.

The post-holder will be entitled to join Old Buckenham High School’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and 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**

All staff must be prepared to undergo a number of 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.

**REVIEW**

The Job Description will be reviewed annually as part of Sapientia Education Trust’s Performance Management programme.