



## Job Description – Administration Assistant

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Owlcotes Multi-Academy Trust school's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

### Post Title:

Administration Assistant

### Pay Grade:

NJC B1, scale point 4 – 6.

### Post(s) to which directly responsible:

Office Manager, Headteacher.

### Purpose of post:

To provide administrative support.

### Responsibilities

- To work as part of a team to provide customer focused services;
- To prioritise work to meet conflicting deadlines;
- To maintain accurate records and track progress of work;
- To undertake routine administrative duties including:
  - i. Preparing routine correspondence
  - ii. Record keeping, filing, data input and retrieval
  - iii. Photocopying
  - iv. Taking telephone messages and dealing with basic telephone enquiries
  - v. Managing meeting rooms
  - vi. Dealing with arrangements for attending conferences
  - vii. Ordering and monitoring stock supplies
- To use IT applications and databases effectively to deliver administrative tasks;
- To communicate effectively with customers and colleagues in relation to work undertaken;
- To work with others to help improve work organisation and effectiveness;
- To ensure promotion and support of Equal Opportunities and Health and Safety;
- To undertake any other duties that are commensurate with the post.

### **Relationships**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, line managers and internal and external customers.

### **Physical Conditions**

This post is currently based at Pudsey Waterloo Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Pudsey Waterloo has access by stairs and lift and is accessible to disabled persons to the ground floor.

This post is subject to an enhanced Disclosure and Barring Service check.

Pudsey Waterloo operates a non-smoking policy.

### **Economic Conditions**

Nature of Appointment: Permanent appointment with initial 6-month probationary period.

Grade: B1, scale point 4 – 6.

Annual Leave: Term-time only working plus 5 extra days at the school's discretion. Term-time only positions do not have entitlement to annual leave.

Hours: The post is 35 hours per week, 8.30am – 4.00pm Monday – Friday, with the option for additional hours by mutual agreement.

Conditions of Service: National Joint Council conditions apply.

### **Prospects**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Pudsey Waterloo encourages training both “in-house” and external to meet the needs of the individual and of the service.

### **Qualifications**

Please see employee specification below.

**Job Description Prepared/Reviewed by:** Joe Wilson, 01/12/2022

**Job Description Approved by:** Jonathan Parker, 01/12/2022

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A / I
Able to input/retrieve information from databases			A / I
Able to process documentation using Microsoft Word			A / I
Able to accurately enter/retrieve data information from information systems			A / I
Able to work flexibly as part of a team and show initiative			A / I
Able to prioritise work to meet conflicting deadlines			A / I
Able to demonstrate good numeracy and literacy skills			A / I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge of general office procedures and practice			A / I
Knowledge of relevant financial regulations to carry out financial transactions			A / I
NVQ level 3 or equivalent			A
Knowledge/qualifications demonstrating ability in numeracy and literacy			A

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A / I
Experience of working in partnership with others to deliver work to set deadlines			A / I
Experience of providing customer focused services			A / I
Experience of participating in teams			A / I
Experience in the use of Microsoft Office products			A / I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Leeds City Council Equal Opportunities Policy in the duties of the post and as an employee of the Council			I
Will carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies			I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			I
Ability to respect sensitive and confidential work			I
Commitment to own personal development and learning			I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**