

DEPARTMENT: ADMINISTRATION TEAM

DESIGNATION: ADMINISTRATIVE ASSISTANT (SECONDARY & PRIMARY)

RESPONSIBLE TO: OFFICE MANAGER

POST GRADE: LEVEL 3

NAME:

Main Purpose of the Post

- Provide full administrative support as well as assisting in all daily clerical functions within the Academy.
- Undertaking all Academy administrative requirements.
- First point of call for all visitors to the Academy.
- Supporting Faculties in administrative tasks.
- Managing the Academy reception area in an efficient and effective manner.
- Servicing reprographics.

Core Responsibilities, Tasks and Duties

I. General

If operating in the **Academy Office duties** may range from:

- Typing, word processing, creating and maintaining excel databases and secretarial duties to include SIMS reporting.
- Maintenance of Academy and student records within agreed timescales.
- Course bookings.
- Supporting attendance and related correspondence.
- Assisting in the preparation of agendas, reports and circulars and resource material.
- Work in connection with key personnel in providing a work related learning experience for students.
- Work in connection with examinations, production of internal examination papers, and documentation of external examinations including results.
- Telephone and reception duties.
- Acquisition of stores, stationery, materials and equipment.
- Completion of statistical information and returns.

Whilst operating the **Academy reception area duties** may include:

- Act as first point of contact for visitors to the Academy and those making contact by telephone.
- Receive, sign for, sort and distribute post coming into the Academy.
- Record all outgoing post.
- Ensure all telephone messages are recorded, including students' absences and to pass messages to the appropriate person.
- Attend to minor student illnesses and injuries/first aid.
- Ensure that all safeguarding procedures are followed and visitors are signed in and issued with a Visitor's Pass in line with trust procedures.
- Check that students signing out have permission to do so.
- Assist the EWO with matters relating to student attendance/welfare.
- Attend to enquiries from students and staff.
- Support Finance by receiving monies as required.

When servicing **reprographics duties** may include:

- Operate and service (with toner, paper etc.) all machinery in Reprographics/ Administration areas and to contact engineers to keep all machinery in working order.
- Record costs for departmental printing/photocopying, to provide monthly figures to the Finance Department.
- Print, collate, bind, laminate and/or staple as required all Academy and departmental publications.
- Help staff, particularly new members, to use photocopier.
- Requisition and maintain stock.
- Record all details related to the Free School Meals Service and receive indicated meal numbers and communicating these to the catering staff.
- Liaise with Free School's Meals Service.

Assisting with arrangements of Academy services including:

- Transport and catering.
- Medical records.
- Interviews.
- Contributing of welfare of students.
- Reprographics.

Assistance with supervision of education support staff including:

- Liaison with Free School's Meals Service.
- Training and instruction of lower graded clerical staff if necessary.
- To ensure the Health and Safety guidelines are adhered to.

Associated Tasks

- Carry out typing duties as allocated by the Office Manager.
- Access student records and respond to queries.

- Take part in INSET both to improve your own skills and to work with colleagues to improve administration.
- Report to the Office Manager any problems with processes you are responsible for and to suggest improvements.
- Assist in other administrative areas as and when required.
- Seek ways of improving quality in all aspects of the work.
- Any other duties to ensure the post objectives are met.

II. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

III. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

V. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: **ADMINISTRATION ASSISTANT**

DEPARTMENT: **ADMINISTRATION TEAM**

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<p>QUALIFICATIONS/TRAINING: It is essential that the post holder is:</p> <ul style="list-style-type: none"> Educated to GCSE level or equivalent Including English and Maths at Grade 'C' or above. <p>It is desirable that the post holder has:</p> <ul style="list-style-type: none"> RSA 2 or equivalent qualification/experience Previous experience of working in a School/Academy. Evidence of continued professional development. 	<p>A & C</p>
<p>EXPERIENCE/KNOWLEDGE: It is essential that the post holder is/has:</p> <ul style="list-style-type: none"> Computer literate, and has a good knowledge of MS Office, in particular Word and Excel. Experience of working within an office and customer service environment. 	<p>A & C</p>
<p>SKILLS AND ABILITIES: It is essential that the post holder is/has:</p> <ul style="list-style-type: none"> Good organisational skills and able to prioritise workloads. Good communication skills, both oral and written. Good interpersonal and customer service skills. Ability to work using own initiative and within boundaries. Ability to work effectively with people across a wide range of levels and responsibilities. Good attention to detail, achieving accurate standards of work. Good team working skills. Tact and diplomacy. Maintains confidentiality. 	<p>C</p>
<p>ADDITIONAL FACTORS: It is essential that the post holder has:</p> <ul style="list-style-type: none"> A willingness to cover other sites across the Trust as required. A willingness to undertake appropriate training. Commitment to undertake First Aid Training. A commitment to maintain high customer care standards. Awareness and sensitivity with regard to equal opportunities and race equality. An ability to fulfil all spoken aspects of the role with confidence through the medium of English. 	<p>C</p>