



## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant
<b>Salary:</b>	TPAT Point 4
<b>Responsible to:</b>	Headteacher / School Secretary
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b> <b>Internal/External:</b>	TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers and External Professional Bodies

### Main Purpose of the Job:

To provide administrative support to the school and to be the first point of contact with the public in person and by telephone.

### Main Duties and Responsibilities:

- Provide a professional and confidential administrative service for the school including word processing of correspondence, reports, publications and other documents as required.
- Meet and greet visitors in line with the school's visitor's procedure and receive and prioritise incoming telephone calls and deal with them appropriately.
- Organise appointments and liaise with staff regularly to follow up on external and internal communications.
- Update Arbor and other school records ensuring all files remain up-to-date and in accordance with data protection legislative requirements and to participate in maintaining back-up systems.
- Input new and updated information on the school's website.
- Assist in the administration associated with the school's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately - maintain pupil records appropriately ensuring confidentiality with such records.
- Assist in the maintenance of electronic and manual records.
- Ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings and absences.
- Support the school's wider administrative function by organising stock control and stationery, filing, maintaining office equipment, dealing with incoming and outgoing mail.

### General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.

- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; prioritising students' needs.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

### Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

### Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Administrative Assistant

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	Attainment of GCSEs grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a level 2 standard of education)	Admin or IT related qualifications at level 3  Typing & word processing certificates  First Aid Training	Application Certificates
<b>Skills and Experience</b>	Good standard of practical knowledge, skills and experience of working in an office environment  Strong customer service and communication skills  Ability to relate well to young people and adults  Good oral and written communication skills  Good listening skills  ICT skills appropriate to the role  Effective time management  Effective and efficient organisation and administrative skills  Committed to continual personal and professional development	Experience of working within a school or similar environment  Experience of using Arbor or related data platforms	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	High level of accuracy and attention to detail  Work constructively as part of a team  Effective communication with all stakeholders including students, staff and parents  Willing to work within organisational procedures, processes and to meet required standards for the role  Able to adopt a flexible working practice  Excellent record of attendance and punctuality  Displays an awareness, understanding and commitment to		Application Interview Assessment

	<p>the protection and safeguarding of children and young people</p> <p>Committed to promoting equality of opportunity and inclusion</p>		
<b>Behaviours and Values</b>	<p>Able to adapt approach to suit circumstances and audience</p> <p>Ability to work to deadlines and methodical approach to work</p> <p>Energy and enthusiasm</p>		<p>Application Interview Assessment</p>