

## Job Description

### Administration Assistant

<b>Reporting to:</b>	Director of Business Services
<b>Liaising with:</b>	Executive Team, Central Team Colleagues, Visitors, external suppliers/organisations and members of the public/local community
<b>Grade/Salary:</b>	STA Band 3 (SCP6 – 9) FTE £20,043 – £21,269 per annum
<b>Hours of work:</b>	37 hours per week

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#### Core Purpose

- To provide a high quality administration support service the Business Services Team & Executive Team
- To provide a reception and hospitality service for the Trust central office

#### Examples of key tasks to be undertaken:

##### Admin

- To provide a general administration service for the Business Services team including GDPR, compliance checking various elements eg websites and maintaining a facilities management database
- To produce documentation required by the Executive Team, working to short deadlines and ensuring that all documents are fully and accurately completed
- To liaise with Directors and to distribute information as required
- To liaise with school staff and to distribute information as required
- To provide administrative support to ensure the timely submission of the statutory annual return to the Department for Education (DfE) and other agencies

## Reception and Hospitality

- To open and distribute incoming mail and sending out outgoing mail and receiving deliveries at the main reception desk
- To answer, manage and direct all telephone calls to the Trust efficiently and effectively
- To welcome visitors and provide hospitality for trust events and meetings
- Dealing with challenging callers and visitors' to the Trust and the handling of external complaints

## Additional Duties

- Perform any task or duty under the reasonable direction of the Director of Business Services

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Receptionist /Administration Assistant

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Level 3 qualification in business administration or equivalent experience	Y	
Evidence of commitment to continuing professional and personal development	Y	
<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a busy admin/secretarial position	Y	
Experience of working in an office		Y
<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to continual professional development	Y	
Excellent ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	
Knowledge of school administrative systems		Y
<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools		Y
Professional, friendly and approachable and able to relate well to colleagues and visitors	Y	
Excellent telephone manner	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	
<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	