

Job Title: Administration Assistant	Pay Scale: PPS 4
Normal Place of Work: The Priory Belvoir Academy	Line Manager: PA to the Headteacher
Role Summary: To provide relevant and appropriate administrative support to support the running of the academy, working work closely with colleagues in Student Services/Pastoral and the wider support team.	

Principal Accountabilities

1 Reception duties including:

- Acting as the primary telephone call handler / dealing with external visitors to the academy (greeting visitors accordingly to ensure all safeguarding procedures are followed).
- Access academy emails voicemail messages/incoming and outgoing mail and dispatch as appropriately and in accordance with Trust policies and procedures.
- Provide a full reprographics service to the academy, monitoring via the email request system. Ensure adequate supplies at each copier station and copyright compliances are visible.
- Work in partnership with Student Services to deal with student absence notifications.
- Routinely check stationery stock, receiving specific requests for goods to order from members of the Federation Services.
- Place stationery orders, as and when required.

2. Administration

- Support the Head's PA in the administration of the HR function including records maintenance (manual and database).
- Support the Data Protection Officer to maintain the safe and secure storage and disposal of confidential/data sensitive material including archiving.
- Typing of correspondence (letters and electronic correspondence) for staff in accordance with the Trust policies and procedures.

3. Parentpay and PS Financials

- Create options for online payments as directed by teaching and other support staff as required. Run reports from system and forward to relevant staff.
- Create Purchase Orders via the central finance system PS Financials as directed by the Senior Leadership team and other support staff as required.

4. Student Services

- Support the Student Services function including the triage and administration of any First Aid requirements.
- Support the Data Manager in the administration of the admissions process (both academic year and in year admissions) including the student database (SIMs) and manual admission paperwork in accordance with Trust policies and procedures.
- Access, monitor and process information via the local authority secure access portal AnyComms and Leicestershire Traded Services.

5. Undergo training as and when required to support elements of the job.

6. Such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Headteacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification – Receptionist/ Admin Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
IT Qualification, eg CLAIT, ECDL.	✓		AF / Cert
Word processing/ NVQ Level 2 or equivalent		✓	AF / Cert
NVQ Level 3 or equivalent		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of working in a reception/ administration/office environment.	✓		AF / IV
Experience of working in a customer service environment.	✓		AF / IV
Be able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	✓		IV/AF
High standards of accuracy and attention to detail	✓		AF / IV
Providing confidential and high order administrative/secretarial support including diary management.	✓		
Ability to work with confidential and sensitive data.	✓		
Extensive knowledge and application of Microsoft packages, Excel, Power Point, Access, Word, Publisher	✓		
SKILLS AND ABILITIES			
Excellent oral /written and communication skills.	✓		AF / IV
Ability to work on own initiative and independently as well as part of a team.	✓		AF / IV
Ability to use IT at a level commensurate with job role.	✓		AF / IV
Good planning and organisational skills.	✓		AF / IV
Professional and responsive attitude and behaviour towards colleagues and clients.	✓		AF / IV
Must accept and actively support the Federation's agreed values.	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV

= Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....

