

Job Description

Job Title: Administration Assistant

Location: Thetford Academy

Job title	Administration Assistant (Fixed Term until 31st August 2025)
Salary Scale	Scale D
Hours of Work	Part time - 21 hours per week
Weeks Worked	Term time + 1 week (39 weeks)
Responsible to	PA to Principal
Location	Thetford Academy

Main purpose of the role

- To provide administrative and clerical support services to a high standard, supporting management, other office staff, teachers, students and parents in an efficient, positive, professional and effective manner.
- To work within a team, leading on specific areas of responsibility as directed by the PA, e.g. reception duties, parental communication and attendance.
- To provide flexibility to enable the School to run effectively and efficiently.

Organisational relationships

- Responsible to the PA
- Direct liaison with a range of stakeholders including teachers, children, parents, visitors, governors and other Inspiration Trust staff.

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • To contribute to maintaining an accurate and up to date school calendar. • To be a visible, positive staff member to welcome parents and visitors. • To support the academy with the tracking of attendance including: first day calling for absent students as required. • To undertake administrative, secretarial, work processing/typing, computing and information/data services, ensuring functions efficiently meet the needs of the school. • In a secondary school setting - assist with the arrangement of electives as required. • To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required. • Supporting students as required within the scope of an admin role. • Where required to assist with other non-teaching support services including music tuition and duties. • To undertake photocopying, laminating, filing, scanning, attaching files to documents and Bromcom, faxing, shredding and emailing as appropriate. • Ordering, storing and replacing printer cartridges in printers as required. • To distribute incoming post and prepare outgoing post.
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	<ul style="list-style-type: none"> • To check and distribute goods in as appropriate and assist with ordering/storage of supplies. • To assist with providing administrative cover to other Academies within the Trust as required and where reasonable. • To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the principal and Leadership Team
Organisation	<ul style="list-style-type: none"> • To proactively support the planning, organising and hosting of special school events, such as parent evenings and providing general assistant with general correspondence and invitations. • To assist with admissions data and the inputting of information as required.
Communication	<ul style="list-style-type: none"> • To assist with the preparation and distribution of communications to parents/students including the newsletter. • To respond promptly to any telephone or other messages, and to deal with as appropriate, assisting with any routine queries.
Finance	<ul style="list-style-type: none"> • To support the finance administration as required, including but not limited to music tuition, school trips and events.
Recording Data	<ul style="list-style-type: none"> • To assist with the preparation of forms, maintenance of records/registers, including student admissions/leavers and student absences and dealing with lost property enquiries.
First Aid	<ul style="list-style-type: none"> • To provide first aid to children when required.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to

employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills/GCSE (or equivalent) Maths and English 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent
Experience	<ul style="list-style-type: none"> • General or administrative experience • Fully competent at using ICT • Confident in use of Google suite and/or Office 365 	<ul style="list-style-type: none"> • Basic knowledge of first aid
Skills, Knowledge	<ul style="list-style-type: none"> • Ability to work on own initiative. • Able to build good working relationships with stakeholders, working well with children and adults • Confident in prioritising day to day workload 	

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Signature _____ **Date** _____

Name _____