



Lincolnshire Gateway Academies Trust

Name:

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive, it fits with the Trust's ethos to promote performance management and quality service.

Job Title – Administrative Assistant – LGAT 7

Responsible to – Office Manager

Job Overview

To provide a clerical and administration service to the Academy. Receive calls and communicate with internal and external customers. Provide excellent customer relations to visitors of the Academy. Input and extract data from the Academy Management systems. Liaise with the Operations Manager.

Main Responsibilities

Under the supervision of the Operations Manager, the postholder will undertake a range of duties, which may include:

1. Reception duties
2. Student Office
3. Attendance
4. General clerical and administrative work
5. General typing
6. Work effectively with the Academy management systems
7. Prepares routine correspondence
8. Distribution of mail
9. Reprographics
10. Minute taking
11. Covers duties of other administration staff in their absence



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12. Other reasonable duties as notified by the Office Manager
13. Refer to the Intranet on all administrative procedures. Liaise with the Principal and Office Manager regarding procedures on the Intranet
14. Liaise with the Office Manager regarding any training requirements.

General

15. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
16. The postholder must carry out his/her duties with full regard to the LGAT's Equal Opportunities policy.
17. The postholder must carry out his/her duties with full regard to the LGAT's Health and Safety procedures.