

Role Profile: Administration Assistant
Salary: NJC 2 – NJC 6
Reporting to: Executive Assistant
Responsible for: n/a

Our Values:

- **Teamwork** - We recognise that when we work together effectively we are stronger and more consistent.
- **Empathy** - Consider the consequences of my decisions, large and small on those around me.
- **Inclusivity** - Everybody is treated fairly and equally no one is marginalised or left behind.
- **Respect** - We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.
- **Positive** - It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

To provide clerical support for the central team.

Duties and Responsibilities

- To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required.
- To undertake photocopying and document collation as requested.
- To undertake filing in accordance with the established systems as requested.
- To work within and maintain all established administrative systems and procedures.
- To input new and updated information onto any centrally controlled computerised systems and ensure all records are maintained and up to date.
- To assist in the production of reports, lists and other information as requested.
- To welcome visitors to the academy, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.

- To liaise with staff, Trustees, pupils, parents and outside agencies as and when required.
- To open, sort and distribute incoming mail to the Trust in a timely manner.
- To check Trust emails on a daily basis and distribute information as appropriate.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professionals

Whole-academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy

- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the education community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Some practical administrative work experience. • Front office experience • Ability to use Word for Windows & other related Microsoft products including E-mail • Customer service experience 	<ul style="list-style-type: none"> • Administrative experience within an educational environment
Education & Training	<ul style="list-style-type: none"> • English and Maths GCSE (Grade 4 and above) or equivalent 	<ul style="list-style-type: none"> • Further qualification relevant to post
Special Knowledge & Skills	<ul style="list-style-type: none"> • Organisational skills • Time management • Interpersonal skills 	<ul style="list-style-type: none"> • Use of Management Information Systems
Any Additional Factors	<ul style="list-style-type: none"> • Reliable. • Discreet & confidential. • Able to work on own initiative and as in a team. • Comfortable with young people & children. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	