



JOB DESCRIPTION

Job Title: Administrative Assistant Level 1
Grade: A1/A3 SCP 2-4
Reporting to: Business Manager

Job Purpose:

Under the direction/instruction of the Business Manager/Principal, provide routine general clerical, administrative support to the academy.

Responsibilities:

- To work as part of a team, supporting colleagues to deliver an excellent administrative service
- To organise work tasks and duties to meet agreed service standards
- To undertake reception duties where required, answering routine telephone and face to face enquiries and assisting with the signing in of visitors
- Provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms, record keeping, data input and retrieval.
- Provide an excellent customer service to parents, pupils, colleagues and visitors to the academy
- To use IT applications and databases effectively to deliver administrative tasks
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Arrange orderly and secure storage of supplies
- To communicate effectively with customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To ensure promotion and support of Equal Opportunities and Health and Safety
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support equality and diversity policies
- Contribute to the overall ethos/work/aims of the academy
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To undertake any other duties as required that are commensurate with the job evaluation outcome for this post

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
<ul style="list-style-type: none"> NVQ Level 2 or equivalent. 	D
Knowledge and Skills	E/D
<ul style="list-style-type: none"> Knowledge of general office procedures and practice. 	E
<ul style="list-style-type: none"> Able to communicate effectively with a wide range of people. 	E
<ul style="list-style-type: none"> Able to file, retrieve, sort and complete documents accurately. 	E
<ul style="list-style-type: none"> Able to use a range of office equipment (e.g. printers, photocopiers, fax). 	E
<ul style="list-style-type: none"> Able to process documentation using Word. 	E
<ul style="list-style-type: none"> Able to accurately enter/retrieve data information from information systems. 	E
<ul style="list-style-type: none"> Able to work flexibly as part of a team. 	E
<ul style="list-style-type: none"> Able to prioritise work tasks to meet conflicting deadlines . 	E
<ul style="list-style-type: none"> Able to understand and follow instructions. 	E
<ul style="list-style-type: none"> Willing to carry out all duties having regard to an employee's responsibility under the Academy's Health and Safety Policies. 	E
<ul style="list-style-type: none"> To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.. 	E
<ul style="list-style-type: none"> An ability to respect sensitive and confidential work. 	E
<ul style="list-style-type: none"> Commitment to own personal development and learning. 	E
<ul style="list-style-type: none"> Knowledge/qualifications demonstrating ability in numeracy and literacy. 	D
Experience	E/D
<ul style="list-style-type: none"> Experience of dealing with queries from a wide range of people. 	E
<ul style="list-style-type: none"> Experience in the use of the Microsoft package. 	E
<ul style="list-style-type: none"> Experience of working as part of a team. 	D
<ul style="list-style-type: none"> Experience of organising work tasks and duties to meet appropriate service standards e.g.in terms of timeliness, accuracy and customer care. 	D
Continuous Professional Development	E/D
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development. 	E
Other Conditions	E/D
<ul style="list-style-type: none"> Enhanced DBS Clearance. 	E

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