

# Role Description

## Administration Assistant

<b>NJC Pay Range</b>	Band D
<b>Responsible To:</b>	Office Manager / Principal

### Main Purpose of the Post

- To efficiently manage the day-to-day administration of the reception area, ensuring the Academy presents a professional and approachable public image.
- To support routine administrative tasks to facilitate the smooth running of the school office.
- To ensure Trust finance processes are implemented effectively and all processes are fully compliant and consistently improving.

### Key Areas of Responsibility

#### **Reception Administration**

- Be an effective first point of communication with the Academy.
- Take telephone messages and ensure relevant recipients are informed (e.g. pupil absences).
- Answering/making routine telephone calls.
- Face to face enquiries.
- Signing in/out welcoming visitors.
- First Aid duties/care of sick children waiting for parents.
- Liaising with parents/staff.
- Assisting with arrangements for routine visitors and appointments.

#### **Finance Administration**

- Monitor and manage the receipt and banking of cash.
- Process expense card transactions ensuring relevant evidence is recorded and maintained.
- Undertake and manage debt recovery.
- Manage the administration of Finance systems, inputting orders and receipting of goods in a timely manner.
- Ensure compliance with Trust financial regulations.
- Provide advice and guidance to staff, pupils and others.

#### **Attendance Management**

- Ensure Trust procedures for signing pupils in and out of school are rigorously complied with.
- Monitor the attendance of all pupils, identifying patterns in the attendance and punctuality of individuals and groups.
- With the support of the Principal and Senior Leader, implement the Trust Attendance Policy, following the Rotherham Attendance Pathway in order to enforce the expectation of good attendance and punctuality for all groups of pupils.
- Administer and organise attendance rewards and the promotion of good attendance across the school community.

### **Administration Assistance**

- Maintain records & produce documents across a range of forms – word, excel, databases and cloud.
- Maintain stock and supplies, confirming goods received, cataloguing and distributing as required.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.
- Assist with arrangements for Academy activities (booking coaches for trips, arrangements for events etc).
- Respond to routine correspondence.
- Prepare and compose communications on behalf of the Academy.
- Compose and send texts/emails through the Academy's system ensuring these meet the Trust expectations for communications.
- Produce lists / information / data as required.
- Take notes at meetings.
- Maintain and collate pupil reports.
- Undertake routine administration of Academy lettings and other uses of Academy premises.
- Assist with the compilation and distribution of end of term Records of Achievement
- Support the work of the Academy Finance Manager, collecting routine forms (e.g. timesheets) and maintaining routine records prior to final sign off.

### **Other Considerations Relevant to the Role**

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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# Supplementary Information

### NJC Pay Range

Band D

### Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

### Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***