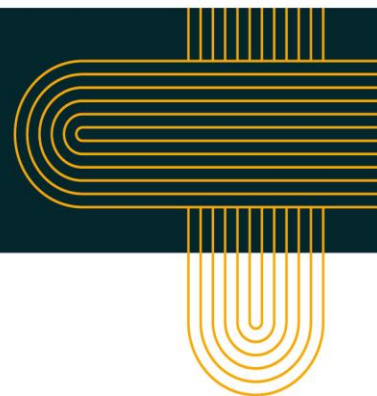




JOB DESCRIPTION

Job Title: Administrative Assistant – Operations
Grade: B1 SCP 4 - 6
Reporting to: Operations Manager

Job Purpose:

To provide high-quality administrative support under the direction of the Operations Manager, ensuring the effective delivery of administrative processes, accurate record keeping and efficient communication across the academy. The postholder will undertake a range of routine administrative and organisational tasks in support of academy operations.

Administrative Support

- Carry out a range of office and administrative tasks as directed by the Operations Manager.
- Undertake general administrative duties including record keeping, filing, data input, retrieval and secure document disposal.
- Manage incoming and outgoing correspondence, including post and email communications.
- Prepare routine correspondence, reports and information packs.
- Provide photocopying, document production and administrative support for meetings and academy activities as required.
- Receive telephone enquiries, take messages and respond to routine requests for information.
- Maintain accurate and up-to-date key documents, including staffing structures.
- Support the planning and administration of recruitment activities and academy events.

Records and Information Management

- Compile and maintain student records as required.
- Use IT applications, databases and academy systems effectively to undertake administrative tasks.
- Maintain accurate records, documentation and administrative processes in accordance with academy procedures.

Communication and Stakeholder Support

- Meet and greet visitors when required.
- Communicate professionally and effectively with colleagues, parents/carers and other stakeholders, responding to routine enquiries and escalating matters where appropriate.
- Build and maintain positive professional working relationships with colleagues throughout the academy.

Operational Support

- Provide administrative support to the Operations Manager in relation to operational activities, projects and academy events.
- Work within and support academy policies and procedures, including adherence to the academy dress code, to ensure a professional representation of the academy at all times.
- Work within the wider administration team as required and undertake duties commensurate with the grade of the post.
- Undertake occasional off-site collection of equipment, resources and supplies to support academy activities where required.
- Perform other relevant duties as directed

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.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

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.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• Relevant administrative qualification (e.g. NVQ Business Administration) or willingness to work towards one.	D
Knowledge and Skills	E/D
• Excellent organisational and administrative skills.	E
• Good literacy, numeracy and ICT skills.	E
• Proficient in Microsoft Office applications, particularly Word, Excel and Outlook.	E
• Ability to maintain accurate records and documentation.	E
• Good communication and interpersonal skills.	E
• Ability to prioritise workload and meet deadlines.	E
• Ability to work effectively as part of a team and on own initiative.	E
• Ability to deal professionally and confidentially with sensitive information.	E
• Ability to support the organisation of meetings, events and academy activities.	E
• Knowledge of academy-based administrative systems and processes.	D
Experience	E/D
• Experience of working in an administrative or office environment.	E
• Experience of maintaining records and managing administrative processes.	E
• Experience of dealing with a range of stakeholders, including customers, parents/carers, colleagues or external agencies.	E
• Experience of supporting meetings, events or projects.	D
• Experience of working in an educational environment.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D

• Enhanced DBS Clearance	E
• Full UK driving licence and willingness to undertake occasional off-site collection of equipment, resources and supplies in support of academy operations, meetings and events.	E
• Willingness to work occasional additional hours to support academy events and operational requirements.	E

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.