



JOB DESCRIPTION

Job Title:	Administrative Assistant
Grade and Pay Range:	SCP 7 - 11 (£20,092 - £21,748 per annum FTE)
Actual Salary:	£16,670 - £18,044 per annum
Hours	37 hours per week. Term Time Only
Responsible to:	Deputy Head of School
Contract:	Permanent

Main purpose: To provide comprehensive and efficient administrative support to internal and external customers and greet and manage visitors and their enquiries at main reception.

MAIN RESPONSIBILITIES

- To deal with enquiries from internal and external customers at the main Reception desk and also covers reception duties in the POD as required.
- To greet and sign-in visitors to the academy in line with Safeguarding policies and regulations
- To work as part of the academy's administrative support team providing an effective and supportive assistance to all
- To undertake all aspects of administration duties such as word-processing and other IT based tasks such as the typing up of letters and reports
- To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing departmental admin, updating school display boards and updating SIMS.
- To retrieve telephone messages/emails, take telephone calls and deal, as appropriate, with telephone enquiries and requests for information
- To act as admin support to the Head of School's Personal Assistant
- To administer first aid, dealing with any day-to-day first aid issues that may arise and supporting other first aiders where required.
- To call/assist emergency services in cases of serious illness or injury

- To work closely with the Local Authority School Nurse to ensure the school meets commitment to student welfare.
- To manage the First Aid Room, maintain the Accident Report log in line with the academy policy
- To maintain accurate records and track progress of work
- To support students with enquires who may visit the office during the school day
- To ensure incoming and outgoing mail is dealt with daily
- To communicate with Senior Management and Premises staff as required
- To prioritise work to meet conflicting deadlines
- To collate and prepare information from a variety of sources
- To collect and receipt monies for trips and occasional costs (under the supervision of the Finance Team)
- To work with others to help improve work organisation and effectiveness
- To assist in the training of new team members
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review
- To undertake any other duties commensurate with the grade of the post

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of school hours and off school premises, as required by the Academy.

PERSON SPECIFICATION

Job Title: Administrative Assistant

Grade: SCP 7 - 11

<p>The Rodillian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>			
Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS & EXPERIENCE</p> <p>Experience of working in a administrative role</p> <p>Effective use of ICT systems and packages (eg. Word/Excel/PowerPoint)</p> <p>Excellent organisational and time management skills</p> <p>Excellent attention to detail and accuracy</p> <p>Ability to remain calm under pressure, work to deadlines and manage competing priorities</p> <p>Adaptability to changing circumstances/ideas</p> <p>Make decisions based on understanding of relevant information</p> <p>Demonstrate sound judgement with the ability to present solutions</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Experience of working in a school or learning environment</p> <p>Experience in facilitating & hosting meetings and events</p> <p>Ability to self-evaluate training needs and actively seek learning opportunities</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>

<p>Ability to relate well to children and adults on all levels</p> <p>Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills</p> <p>Ability to work constructively as part of a team as well as autonomously using own initiative</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p>KNOWLEDGE & UNDERSTANDING</p> <p>An understanding of the principals of efficient and effective administrative support</p> <p>Full Understanding of relevant policies/codes of practice and awareness of relevant legislation of working in an education setting</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Strategies for ensuring equal opportunities for staff, students and other stakeholders</p> <p>Understanding of Safeguarding and Child Protection issues.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>A grade 'C' or above GCSE in English and Maths (or equivalent)</p> <p>Current First Aid at Work qualification or demonstrate a willingness to undertake this</p>	<p>Application form and selection process</p> <p>Application form and selection process or willingness to undergo appropriate training</p>	<p>Business Administration qualification (NVQ or equivalent)</p>	<p>Application form and selection process</p>

<p>PERSONAL COMPETENCIES AND QUALITIES</p> <p>Diplomatic and confident</p> <p>Flexible approach to meet daily demands of the role</p> <p>Self-motivated and ability to use initiative to ensure tasks are completed</p> <p>An excellent record of attendance and punctuality</p> <p>Seek advice and support where necessary</p>	<p>Selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Selection process</p> <p>Selection process</p>	<p>Determination to succeed and the highest possible expectations of self and others</p> <p>Resilience and perspective</p>	<p>Selection process</p> <p>Selection process</p>
<p>OTHER CONDITIONS</p> <p>Enhanced DBS Check</p> <p>Satisfactory References</p> <p>Pre-employment Health Check</p>			