

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Administrative Assistant (Maternity Cover)	Location	The Hart School, Rugeley, Staffordshire
Salary	Grade 4, SCP 4-6 (£22,374 to £23,089 per annum actual salary)	Hours	Fixed term, maternity cover. Term-time only: 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)
Department	Admin Team	Reports To	PA to the Principal

JOB PURPOSE:

Under the guidance of senior staff, to be responsible for undertaking administrative and organisational processes within the school, and to support the Admin Team with the general running of the school offices.

KEY RESPONSIBILITIES AND DUTIES:

Main Duties

- Co-ordinate pastoral teams during scheduled duties, ensuring that information requests for support and emerging concerns are communicated promptly to the staff responsible when required.
- Support the day-to-day operation of the school's "on call" system, receiving and logging requests, liaising with the appropriate pastoral or senior staff, and helping to ensure a timely response.
- Undertake a range of administrative activities to enable the Admin Team to support the business needs of the school.
- Use of various IT packages to support day to day work, including Word, Excel, Arbor etc.
- Working in the Reception Office to deal with complex reception and visitor matters.
- Telephone/reception cover, acting as the first point of contact for parents and outside agencies.
- Reprographics work, including printing, collating and copying for staff.
- Organisation of written correspondence to parents where appropriate.
- Dealing with daily post and franking for outgoing post.
- Arranging meeting rooms where appropriate.
- Provide administrative and organisational support to other staff.
- Assist with the monitoring and ordering of stationery.
- Supporting students with queries.
- Filing and general maintenance of paper and electronic files.

Supporting Other Staff

- Contribute to the organisation and maintenance of administrative services, systems, procedures and policies.
- Producing letters and reports for members of staff.
- Providing efficient administration, maintaining confidentiality and observing data protection and associated guidelines as appropriate.
- Establishing and maintaining good relationships with students, parents/carers, colleagues and suppliers.

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Supporting the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake first aid training and be part of the first aid team if required.
- 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.
- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 4 minimum or equivalent	• NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline
EXPERIENCE	• Experience of using administrative systems and relevant equipment e.g. computer, photocopier etc. • Experience of record keeping and filing systems • Experience of working in a reception environment • Experience of dealing with telephone enquiries	
KNOWLEDGE AND UNDERSTANDING	• Working knowledge of GDPR regulations and other relevant policies • Working knowledge of Word, Excel and other IT packages	• Working knowledge of Arbor and other schools-based systems
SKILLS AND PERSONAL ATTRIBUTES	• Excellent literacy and numeracy skills • Strong IT skills • Effective administration and organisational skills • Communicates effectively, both written and verbally	

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	• Ability to maintain high standards and meet deadlines, under pressure • Ability to work constructively as part of a team, but also use own initiative where appropriate • Ability to think creatively and to prioritise • Sensitive, with the ability to uphold confidentiality • Friendly, yet professional and respectful approach which demonstrates support and shows mutual respect • Takes responsibility and accountability	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.