The Oakwood Academy

ADMINISTRATIVE ASSISTANT

Job Description

Location: The Oakwood Academy, Warren Hill, Nottingham, NG5 9PJ

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32-36

Hours of Work: 37 hours per week term time plus 2 weeks

Responsible to: Operations Manager

Post objectives: to be part of the main school office team with particular responsibility for maintaining the school website and social media

Duties and responsibilities

- Maintain the school's website to ensure it is current and up to date.
- Take a lead on the school's social media and develop a database of information relating to the school including photograph/images which can be used to in articles, publications and on the website.
- Support with whole school presentations for events/assemblies
- Responsible for the school display areas, ensuring notices are displayed and school events are published.
- To understand and develop the Sharepoint Office 365 package and provide CPD and updates for staff.
- To have understanding of the school's Pupil Management Information systems.
- Support the ICT Senior Technician where necessary.
- Be able to efficiently operate the standard Microsoft applications (e.g word, excel, outlook etc).
- To support in the arranging and setting up of evening events such as Parents Evenings.
- To administer First Aid and attend to students needs when required.
- Update and publish the school's pledge booklet.
- Create certificates for awards for students.
- Provide cover on Main and Student reception where required, dealing with telephone calls and visitors to the school.
- To support on educational visits when required.
- Be an active team member within the administrative team, providing help and support across all functions when required/instructed to assist, maintaining school records, managing files, and supporting daily administrative tasks.

General Description of the post

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms