Job Title: Administrative Assistant	**Pay Scale:** PPS4
Normal Place of Work: The Priory Pembroke Academy	**Line Manager:** PA to the Headteacher
Role Summary: To act as Administrative Assistant in the Academy's administrative and reception office.	

PRINCIPAL ACCOUNTABILITIES

Providing administrative and clerical support to the Academy's administrative and reception function.

JOB CONTENT

Assisting with the provision of main and student reception and switchboard support to the academy, including:

- Receiving, signing in and dealing with, escorting or directing pupils, parents and other academy visitors as appropriate.
- Operating the academy's main switchboard, transferring calls, or taking and delivering messages as appropriate.

Providing clerical and general support to the academy's administrative function including:

- Assisting with reception duties at main and student reception (training provided).
- Word processing.
- Photocopying and managing the supplies and engineer visits for the Academy's photocopiers and printers.
- Laminating.
- Filing.
- Scanning.
- Data inputting.
- Assisting with the arrangements of routine school events such as parents' evenings/induction and open evenings.
- Assisting with the general administration of school trips and mini bus bookings.
- Assisting with the maintenance of registers.
- Handling cash in line with the Academy's finance policy including collecting money from pupils and parents.
- Maintaining and ordering stationery supplies.
- Liaising with school transport, taxi and bus companies as and when required.
- Using ParentPay to communication with parents and log payments for school events.
- Assisting with the provision of first aid to students and staff.
- Franking and dealing with outgoing mail.
- Communication with members of staff, students, parents, other schools and organisations.
- Keeping working environment tidy.

- Any other duties as may be determined from time to time within the general scope of the post.

GENERIC RESPONSIBILITIES

The post holder will contribute to the academy's objectives in service delivery by:

- Ensuring implementation on the academy's policies and procedures by office staff as relevant
- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the academy's Equal Opportunities framework
- Ensuring Customer Care and Quality initiatives are adhered to
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues within the finance and administration department and provide any relevant training.
Elements of this job description may be changed following consultation with your manager.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

• PA to the Headteacher	To ensure a high quality of service is provided that meets the needs of the Trust and to continuously promote the values of the Trust.
• Other members of staff, pupils, visitors and outside agencies.	

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of the academy's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The school day is between 8.00am and 6.00pm and you will be required to work between these hours as arranged with your manager.

CONTINUAL PROFESSIONAL DEVELOPMENT

The academy requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the academy. This may be achieved through the appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as adopted.

SPECIAL CONDITIONS OF SERVICE

The post holder may be required to work outside of normal school hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Administrative Assistant

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1	GCSE English and Mathematics Grade A-C or equivalent customer service qualification.	**X**		AF / Cert
2	IT Qualification, e.g. CLAIT, ECDL.	**X**		AF / Cert
3	Appointed person first aid trained		**X**	AF/Cert
	KNOWLEDGE AND EXPERIENCE			
4	Recent and relevant experience of working in an administration/office environment.	**X**		AF/IV
5	Experience of working in a customer service environment or school office.	**X**		AF / IV
6	High standards of accuracy.		**X**	AF / IV
7	Ability to work with confidential and sensitive data.	**X**		AF / IV
	SKILLS AND ABILITIES			
8	Excellent communication skills.	**X**		
9	Ability to work on own initiative and independently as well as part of a team.	**X**		AF / IV
10	Ability to use IT at a level commensurate with job role.			AF / IV
11	Good planning and organisational skills.	**X**		AF / IV
12	Professional and responsive attitude and behaviour towards colleagues and clients.	**X**		AF / IV
13	Must accept and actively support the Federation's agreed values	**X**		AF / IV
14	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	**X**		AF / IV

*Key to how skills are assessed:
AF = Skill assessed via application form.
IV = Skill assessed via interview.
AT = Skill assessed via test/work-related task.
Cert = Certificate checked at interview.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: ……

Signed Employee……

Dated……..