



## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant  
**Grade:** B1 SCP 4-6  
**Reporting to:** Administration Manager

### **Job Purpose:**

To work as part of the Administration Team, under the supervision and guidance of the Administration Manager to provide high quality general administrative support for the academy and providing cover across the team during absence.

### **Responsibilities**

- To carry out a range of office/administrative tasks as directed by the Administration Manager.
- To undertake general administrative tasks, including:
  - Record keeping, filing, data input/retrieval and shredding
  - Dealing with incoming and outgoing mail
  - Preparing routine correspondence and information packs, ensuring that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation
  - Photocopying
  - Taking telephone messages and dealing with telephone enquiries
  - Receive and direct incoming/outgoing emails
- To undertake specific administrative tasks, including:
  - Student Reception/Services
  - Administration supporting Positive Discipline
  - Personnel/recruitment administration
  - Administration of events and trips
  - App communication administration
  - Attendance Administration
- To compile and maintain student records ensuring that all data held meets General Data Protection Regulations (GDPR).
- To meet and greet visitors when required.
- To cover reception when required ensuring outstanding customer service is delivered.
- To communicate effectively with both colleagues and parents/carers via written communication, and on the telephone.
- To use IT applications and databases effectively to deliver administrative tasks.
- To take minutes of meetings as required.
- To deal appropriately with students in accordance with the Positive Discipline Policy when the occasion arises.
- To work in other roles within the wider administration team as required and undertake any other duties that are commensurate with the grade of the post.
- To perform other relevant tasks as directed by senior leaders and to assist the Administration Manager/Principal's Personal Assistant when required.



### **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.

### **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.

*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. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

# GORSE

Criteria	Essential/ Desirable
<b>Qualifications</b>	
• GCSE C / 9 and above (or equivalent) in English.	<b>E</b>
• Admin NVQ qualification	<b>D</b>
<b>Knowledge and Skills</b>	
• Good communication and interpersonal skills	<b>E</b>
• Good numeracy, literacy and ICT skills	<b>E</b>
• Able to work on own initiative	<b>E</b>
• Good organisational skills	<b>E</b>
• Good time management skills, including the ability to work to deadlines	<b>E</b>
• Proficient in Microsoft Office applications, especially Word and Excel	<b>E</b>
• Good communication skills	<b>E</b>
• A sense of responsibility and confidentiality	<b>E</b>
• Good team member	<b>E</b>
• Ability to work well under pressure and use your own initiative	<b>E</b>
• Sense of humour	<b>E</b>
• Positive and encouraging	<b>E</b>
• Smart appearance	<b>E</b>
• Co-operative, willing, reliable and trustworthy	<b>E</b>
• Friendly, calm and unruffled disposition	<b>E</b>
• Some basic knowledge and understanding of the school system	<b>D</b>
<b>Experience</b>	
• Experience of working in an office environment	<b>E</b>
• Experience of working in a school environment or of working with young people	<b>D</b>
<b>Continuous Professional Development</b>	
• Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	
• Enhanced DBS Clearance	<b>E</b>

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