

1.1 Post Title: Admin Assistant

Responsible to: Business Manager

Grade: G6 pt 8- 13

Hours: 37 Hours per week, Term time only plus 5 days

1.2 Main Purpose of Job

- The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as a point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

1.3 Duties and responsibilities**Key Duties**

- In conjunction with the team leaders, be responsible for the booking and co-ordination of school transport for students, liaising with the school transport team and home schools where necessary.
- Administering orders for the school, obtaining best value for money. Goods receipting and checking invoices for payment. Imputing information onto our finance system.

General Administration

- Working co-operatively, as part of a team to provide efficient and effective secretarial and administrative support to all programmes areas within Meadowbrook College.
- Update manual and computerised record/information systems
- Work closely with team managers and leaders to support with the administration needs of their teams.
- Act as a first point of contact for the service, including general enquiries and reception; answer enquiries including some of a complex nature; redirect and redirect more complex enquiries appropriately.
- Process and respond promptly to incoming communications (post, telephone, fax, email, face to face), accurate message taking, copying and distributing information as necessary
- Produce a range of documents including letters/emails and presentations that are professional and uphold the school's vision and values by the required deadline Use electronic and manual filing systems with due regard to security and confidentiality.

Finance

- Administer employee claim forms.
- Process financial tasks within the team including e-procurement, receipt of goods.
- Undertaking such other duties as may reasonably be required of you commensurate with your grade of the post as required in support of the Admin Manager and programmes.

Security

- Control access to the school, in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

General accountabilities

- Work flexibly to meet the demands of the various tasks, variation in workload and deadlines.
- Comply with individual responsibilities for health & safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a health and safe working environment.
- Maintain a secure, accessible and fit for purpose work area
- Undertake training required to develop in the role
- Contribute to the safety of children and young people and protect them from harm.

- Undertaking such other duties as may reasonably be required of you commensurate with the grade of the post as required in support of the Headteacher and Business Manager.

The nature of this post will require flexibility to meet urgent work needs as they arise. A review of this job description will be carried out as part of the annual appraisal.

SELECTION CRITERIA

Administrator – Grade 6

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • English Language and Math's GCSE Grade 5 or above (or equivalent) • NVQ2 or equivalent in Administration. • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including google docs, sheets etc • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of GDPR UK and confidentiality • Understanding of safeguarding

Personal qualities	<ul style="list-style-type: none">● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school● Ability to work under pressure and prioritise effectively● Commitment to maintaining confidentiality at all timeCommitment to safeguarding and equality● Embraces change well● Deals with difficult situations effectively● Reliable and well organized● Commitment to continual personal development
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