



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### ADMINISTRATION ASSISTANT

#### JOB DESCRIPTION

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.

##### **JOB SUMMARY:**

1. Provide administrative and clerical support to the resource and business functions of the school and its estate.
2. Provide administrative support including general day to day tasks and reception cover.
3. Be responsible for the exemplary maintenance of pupil records.
4. Provide a receptionist service for the school.
5. Support links with the community, families and local environment.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

##### **1. Relationships and Communication**

- 1.1 Reception duties including meeting and greeting visitors, dealing with telephone queries, recording and forwarding of messages.
- 1.2 Promotion of a professional and courteous service which is consistent with the Trust's ethos.
- 1.3 Arrange booking of facilities for a range of events, ensuring equipment and refreshments are provided appropriately.
- 1.4 Liaise with other office staff.
- 1.5 Maintenance of notice board information and useful administrative electronic information in a relevant and well-presented manner.

##### **2. School Administration**

- 2.1 Provide administrative support to the organisation and arrangement of trips and school events.
- 2.2 Support the school's financial processing to ensure orders and invoices are processed accurately and in a timely manner in accordance with the Trust's Finance policy.
- 2.3 Provide a responsive and effective reprographics service for the school.
- 2.4 Undertake minuting of meetings as required by the school.

- 2.5 Access emails and website; updating the school portal and Virtual Learning Environment as required.
- 2.6 Sort and distribute mail and correspondence to and from staff in a timely manner.
- 2.7 Utilise administrative equipment such as photocopier and laminator as required.
- 2.8 Maintain manual and computerised records using Management Information Systems if required.
- 2.9 Undertake and follow specified administrative procedures and processes in a professional manner.
- 2.10 Participate in training and professional development opportunities as required to fulfil the role.

### **3. Facilities and Estate Management**

- 3.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance with school procedures.
- 3.2 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- 3.3 Support the administration of Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.

### **4. Relationships and Communication**

- 4.1 Undertake reception duties including answering telephone and responding to standard queries and dealing with visitors where appropriate.
- 4.2 Respond to staff, pupil, parent and other stakeholder queries in a timely and professional manner.

### **5. Other Responsibilities**

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

### **6. Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

Assessed by:				
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
2.	A-Levels or equivalent qualification in school or business administration.	D	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in an administrative setting.	E	✓	✓
5.	Experience of pupil administration.	D	✓	✓
6.	Experience of using a financial system.	D	✓	✓
7.	Experience of working in an educational setting.	D	✓	✓
8.	Experience of using Bromcom or other Management Information Systems.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	E	✓	✓
10.	Ability to converse in a number of community languages.	D	✓	✓
11.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
12.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
13.	Ability to maintain positive relationships with pupils, staff, parents and members of the community.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Strong verbal and written communication skills.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
15.	A passionate belief in the school's mission statement.	E	✓	✓
16.	Strong team working skills.	E	✓	✓
17.	Highest levels of professional and personal integrity.	E	✓	✓
18.	Excellent interpersonal skills.	E	✓	✓
19.	Personal resilience, persistence and perseverance.	E	✓	✓
20.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
21.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓