

Job Description

Post: Level 3 Administration Assistant

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Contribute, as required, to administration support at the academy, including completing standard forms; responding to routine correspondence; word processing; sorting and distributing internal / external mail and emails; maintaining records / management information systems; and reprographics tasks including photocopying, binding and laminating.
- Undertake, as required, reception duties including operating the academy switchboard, providing first class customer service to all callers / visitors and validating deliveries.
- Ensure that all work activity is logged to enable effective management and measurement of services provided and deployment of resources in order that agreed service standards are met and do not breach.
- Ensure all visitors follow the correct procedures and are dealt with in a professional and welcoming manner.
- Provide administrative support for the academy and senior leadership team including calendar management.
- Support the operation of PS Financials, Bromcom and ParentPay, including the completion of financial reconciliations and ensuring debt is well managed.
- Manage and collate all paperwork for educational trips; liaise with key personnel and implement methodical systems and centrally located paperwork.
- Collate and maintain student records and input complex data into computerised records / management information systems.
- In primary academies, provide attendance and data systems and process support.
- Maintain effective and efficient filing systems to ensure compliance with GDPR regulations.
- Operate relevant IT packages / information systems; for example, MS Office, including Word, Excel and Outlook.
- Support teaching staff with administration tasks, such as labels, mail merge, bulletins, letters etc.
- Deputise for the administration manager in their absence.
- Use the academy messaging services to communicate with families and staff, as required.
- Deal with student enquiries; provide advice and guidance on routine matters.
- Support the organisation of events such as parents' evenings and recruitment days by offering a friendly and professional admin support / front of house service.
- Provide a caring, efficient and responsive first aid service to students, staff and visitors as a named first aider and maintain first aid records and reports.
- Work flexibly by supporting the team across the wider remit of allocated tasks to ensure that the team can deliver an excellent service.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the administration manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.