

**JOB DESCRIPTION**

JOB TITLE	Peripatetic Administration Assistant
ACADEMY: To work across all the academies in the Derby Hub, under the direction of the Business, Compliance and Administration Manager. The post holder must be able to travel to all academies at short notice and for potentially sustained periods to provide administration cover	
GRADE	Grade A, SCP 3 (£18,562 pro rata to hours worked)

JOB PURPOSE

Under the direction of the Business, Compliance and Administration Manager, the post holder will provide routine general clerical, administrative and financial support to the academies within the Derby Hub

KEY TASKS – Administration & ICT

1. To undertake word processing and other ICT related tasks including letters, reports, data entry and schedules.
2. To maintain and collate registers and pupil reports, including providing other information that is routinely required by the Academy, Local Authority and Department for Education.

KEY TASKS – Reception & Customer Service

3. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
4. Welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
5. Respond to routine enquires from staff, pupils and parents/carers.

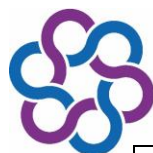
KEY TASKS – General Clerical

6. To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms.
7. Sorting and distributing of internal and external mail.
8. To maintain manual and computerised filing systems, and ensure data can be efficiently retrieved when required.

KEY TASKS – Welfare

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
0161 260 0482 | info@theharmonytrust.org | www.theharmonytrust.org



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

9. To undertake pupil welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedures.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff, parents, carers and guardians, and visitors to the school.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Business, Compliance and Administration Manager

Responsible for: Not applicable

SPECIAL CONDITIONS

DBS Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
0161 260 0482 | info@theharmonytrust.org | www.theharmonytrust.org

The Harmony Trust, an exempt charity and company limited by guarantee registered in England and Wales with company number 08840373



REVIEWED			
REVIEWED			

**PERSON SPECIFICATION****Job Title: SEN Admin Assistant – Grade A**

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework Willingness to obtain basic first aid certificate	NVQ 1 in Business Administration or equivalent qualification First aid certificate	AF AF / I
Experience	Experience of using computer packages for word processing, spreadsheets, databases and e-mails Experience of team-working to work effectively with others and meet deadlines and goals Experience of following instructions, procedures and policies	Experience of undertaking administration/clerical tasks Experience of undertaking reception duties and providing high levels of customer care	AF / I AF / I AF / I
Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone Written communication skills to word process documents, and take accurate messages and pass them on to others Problem solving skills to interpret information and situations to solve straightforward problems Organisational skills to prioritise work and complete tasks to deadlines		AF / I AF / I AF / I AF / I
Knowledge	Understanding of data protection and the need to keep information confidential		AF / I

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
0161 260 0482 | info@theharmonytrust.org | www.theharmonytrust.org



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

	Understanding why safeguarding is important when working with children and young people		AF / I
Work Circumstances	To work occasionally out of hours work to support academy functions		AF
	To be able to travel to academies within the trust (Derby Hub)		AF

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview

Chief Executive: Mr Antony Hughes
The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
0161 260 0482 | info@theharmonytrust.org | www.theharmonytrust.org

The Harmony Trust, an exempt charity and company limited by guarantee registered in England and Wales with company number 08840373