

# Job Description

## School Administration Assistant 2

Cidari Multi Academy Trust

South Shore Academy

Salary: NJC Grade C Scale 5-6

Reporting to: School Administration Manager

Deployed by: Head of School

Prepared by:	Neil Kay	Approved by:	Laura Wright-Dixon
Prepared on:	14/04/2025	Approved on:	21/04/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	South Shore Academy
Reviewed on:	15/04/2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

## A. The Core Purpose of the School Administration Assistant 2

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff. To meet the business needs of the school the working hours for post 1 will be 07:30am to 3:30pm Monday to Thursday and 07:30am to 3pm on a Friday. Post 2 will be the hours 08:15am to 4:15pm Monday to Thursday and 08:15 to 3:45pm on a Friday.

## B. Strategic Focus of the Role

To ensure all administration processes are carried out efficiently and in line with legislation.

## C. Duties and Responsibilities

- Deal with enquiries either by telephone or face-to-face offering information and support and sign in visitors
- Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
- Maintain manual and computerised records and management information systems.
- Maintain confidentiality and adhere to safeguarding procedures
- To provide short term support to the wider business administration function when needed, up to a commensurate level both locally and within the Trust.





Individuals in this role may also:

- First point of contact for sick pupils, liaise with parents / carers/staff
- Assist with arrangements for school visits and events
- Responsible for the selection, ordering and storage of supplies, and distributing as required.
- Undertake general financial administration such as processing orders and undertake basic bookkeeping, including handling small amounts of cash (e.g. for school visits/donations).
- Provide administrative support for meetings and take notes at meetings
- Assist with the administration of school lettings and other uses of school.

**The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The School Administration Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.**

*This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.*