

# Job Description

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**Job Title:** Senior Administration Assistant

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**Location:** Hethersett Academy

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| <b>Job title</b>      | <b>Senior Administration Assistant</b> |
| <b>Salary Scale</b>   | <b>Support Scale E</b>                 |
| <b>Hours of Work</b>  | <b>Part Time – 29.5 hour per week</b>  |
| <b>Weeks Worked</b>   | <b>40 weeks</b>                        |
| <b>Responsible to</b> | <b>PA to the Principal</b>             |
| <b>Location</b>       | <b>Hethersett Academy</b>              |

### Main purpose of the role

- To provide administrative and clerical support services to a high standard, supporting management, other office staff, teachers and students in an efficient, professional and effective manner.
- To work within a team of multi-skilled administrators, leading on specific areas of responsibilities as directed by the line manager.
- To provide flexibility to enable the Academy to cope with peak workloads and staff absence.
- To provide cover for the PA.
- To provide support in the purchasing of supplies for the school

### Organisational relationships

- Responsible to the PA to the Principal.
- Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.

### Principal accountabilities and responsibilities

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| <b>Core Duties</b> | <ul style="list-style-type: none"> <li>• To undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring functions efficiently meet the needs of the Academy.</li> <li>• Where required to assist with other non-teaching support services.</li> <li>• Deal with queries and day to day business, especially in the absence of the PA to the Principal. To include prioritising the importance of the query, deciding how to deal with it and whether it should be referred to the Principal or delegated to another member of staff.</li> <li>• To contribute to maintaining an accurate and up to date Academy calendar.</li> <li>• Assisting with the arrangement of enrichment activities and allocating sessions where appropriate.</li> <li>• Assisting with the arrangements for student and staff photographs.</li> <li>• Oversee the maintenance of staff photo boards.</li> <li>• To undertake reception duties in conjunction with other administrative staff.</li> </ul> |
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|                       | <ul style="list-style-type: none"> <li>• To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required.</li> <li>• To assist with routine duties such as issuing bus passes, assisting with preparation of forms, maintenance of records/registers, including pupil admissions/leavers and pupil absences, dealing with lost property enquiries.</li> <li>• To undertake photocopying, laminating, filing, scanning, attaching files to documents and SIMS, faxing, shredding and emailing as appropriate.</li> <li>• Ordering, storing and replacing printer cartridges and in printers.</li> <li>• To distribute incoming post and prepare outgoing post.</li> <li>• To check and distribute goods in as appropriate and assist with ordering/storage of supplies.</li> <li>• To order ad hoc uniform for Pupil Premium students</li> <li>• Supporting students as required within the scope of an admin role.</li> <li>• To assist with providing administrative cover to other Academies within the Trust as required and where reasonable</li> <li>• To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Principal and Executive Leadership Team</li> </ul> |
| <b>Organisation</b>   | <ul style="list-style-type: none"> <li>• To proactively assist with the planning, organising and hosting of special Academy events, such as parent evenings and providing general assistance with general correspondence and invitations.</li> <li>• Organise vaccination days</li> </ul>  |
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>• To assist with preparation and distribution of newsletters and any other correspondence to parents/students etc</li> <li>• To promptly relay any messages received, and to deal with them as appropriate. Assisting with any routine queries</li> <li>• Assist with managing the school's social media accounts and marketing</li> </ul>  |
| <b>Finance</b>        | <ul style="list-style-type: none"> <li>• Routine finance administration such as that relating to school trips, locker deposits etc.</li> </ul>   |
| <b>Recording Data</b> | <ul style="list-style-type: none"> <li>• To maintain pupil data as appropriate including assessment data</li> <li>• To assist admissions data and inputting information as required</li> </ul>   |
| <b>First Aid</b>      | <ul style="list-style-type: none"> <li>• Assist with general first aid for students and completing permission paperwork and administration of medicines</li> </ul>   |

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential

- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.**

| Person Specification  | Essential   | Desirable   |
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| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>● Good numeracy/literacy skills/GCSE (or equivalent) Maths and English</li> </ul>            | <ul style="list-style-type: none"> <li>● NVQ 3 or equivalent</li> </ul>   |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>● General clerical or administrative work</li> <li>● Fully competent at using ICT</li> </ul> | <ul style="list-style-type: none"> <li>● Experience of working in a school</li> <li>● Basic knowledge of first aid</li> </ul> |

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| <b>Skills &amp; Attributes</b>     | <ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Able to build good working relationships with stakeholders, working well with children and adults</li> <li>• Ability to work constructively and flexibly as part of a team</li> <li>• Ability to work well under pressure</li> <li>• Can meet deadlines by effective planning and time management</li> <li>• Calm and courteous approach</li> <li>• Excellent communication skills, both written and spoken, inn dealing with a wide range of visitors / stakeholders</li> <li>• Participate in development and training opportunities</li> <li>• Ability to work with tact and diplomacy</li> <li>• Proactive and flexible approach with ability to embrace a fast-paced changing environment</li> </ul> |  |
| <b>Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>• An understanding of Academy roles and responsibilities</li> <li>• An understanding of the support function in an Academy setting and the wider Inspiration Trust setting</li> <li>• Knowledge of relevant policies/codes of practice/legislation</li> <li>• Good understanding and ability to use relevant technology eg photocopier, emails etc</li> </ul>  |  |

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**Signature** ..... **Date** .....

**Name** .....