

## JOB DESCRIPTION

Job Title	Senior Administration Assistant
Responsible to	Senior Office Manager / Office Manager

### Job Purpose:

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the Academy.

Support the academy office team in achieving the STEP Standard for excellence by ensuring they are supported in all administration, with a positive impact on Teaching and Learning. Promote a culture of adherence to policies and processes within established time frames. Support the office team in building a reputation for excellence.

- Supporting senior staff to ensure consistency around staff and administration processes
- Support senior staff in identifying excellent practice
- Liaising with external agencies as appropriate
- Establishing good working relationships with all stakeholders

Any other duty as required by the line manager to ensure the effective running of the Academy, to include undertaking duties.

### Key Accountabilities:

#### 1) Organisation

- Deal with complex reception/visitor etc matters.
- Contribute to the planning, development and organisation of support service systems / procedures / policies.
- Assist in the organisation of school trips/events etc in co-operation with other staff. Ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Supervise, train and develop Administrative Assistants as appropriate.

#### 2) Administration

- Manage manual and computerised record/information systems, such as SIMS / FSM checker.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex ICT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE. Census
- Oversee the organisation and management of procedures relating to admissions ensuring the relevant admissions policy and procedures are adhered to correctly;
- Ensure all pre-admission checks are completed and recorded appropriately and accurately.
- Manage induction procedures for new children e.g tours of the school as required, meetings for new parents;
- Book training courses for staff as directed by the Headteacher.
- Manage the administration of recruitment e.g arranging advertising, collating documentation for candidates and arranging for this to be sent;

### **3) Resources**

- Operate relevant equipment/complex ICT packages.
- Work with Administrative Assistant to manage uniform/snack/other 'shops' within the Academy. Report on any deficits and work with senior staff to remedy these.
- Manage any debt owed to the Academy and work with senior staff to remedy these.
- Provide advice and guidance to staff, pupils and others.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the Academy.
- Manage administration of facilities including use of the Academy premises.
- Assist with the planning, monitoring and evaluation of budget.

### **4) Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Sharing expertise and skills with others.

#### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

#### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

#### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

#### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

#### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

**PERSON SPECIFICATION**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications</b>					
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	√		√		
<b>Essential experience</b>					
Experience of working in an administrative position.	√		√		√
<b>Knowledge &amp; Understanding</b>					
Understanding of relevant policies/codes of practice and awareness of relevant legislation.		√	√		
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding		√	√	√	
Ability to plan and develop systems	√		√	√	
<b>Skills and Abilities</b>					
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority	√		√	√	√
Effective use of specialist ICT packages		√	√	√	√
Ability to self-evaluate learning needs and actively seek learning opportunities.	√		√	√	
Ability to relate well to pupils and adults.	√			√	
Ability to use and maintain an online register/payment system.		√	√	√	
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	√		√	√	√
Ability to communicate effectively and support staff appropriately	√		√	√	√
<b>Special conditions</b>					
An enhanced DBS disclosure	√		√	√	
Willing to undertake first aid training and maintain a valid first aid certificate	√		√	√	
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	√		√	√	