

## SENIOR ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION

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| Job title       | <b>Senior Administrative Assistant</b>   |
| Grade           | <b>Grade 3</b>   |
| Responsible to  | <b>Office Manager</b>  |
| Responsible for | <b>Assisting the office manager in ensuring an effective administrative service to the academy</b> |
| Effective from  | <b>November 2024</b>   |

### SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour  
Ambition through Challenge  
Strength through Diversity

#### Job Purpose

- Provision of effective administrative support to the academy, primarily associated with the reception office area
- Deputise for the office manager as and when required

#### Main Duties and Responsibilities

- To welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed with due regard to Safeguarding procedures.
- Ensure that all visitors, contractors and professional advisors visiting the academy are aware of and comply with the academy's safeguarding requirements.
- Receive and deal with enquiries from parents, colleagues, learners and visitors over the telephone, by email or in person – taking and distributing messages as appropriate, in a timely manner.
- Managing the academy's post including signing for deliveries and arrange timely distribution to the appropriate colleague, as well as weighing and stamping out going post.
- Support large whole academy deadlines as required
- Cover for absent members of the academy's administrative team as required.
- Provide word-processing and other clerical services to the academy including producing all academy letters
- Deputise for the Office Manager as and when required ensuring that office and reception area tasks are prioritised across the team and efficiently carried out.
- Assist the Office Manager and/or Trust Finance Team in receiving money for school meals, educational visits etc.
- Keep learner and colleague records up to date, entering new starters and leavers on to the academy's system and parent pay.
- Use the appropriate academy systems (e.g. Arbor, Cloud for Edu, CPoms) to update / input data.

- Support the academy in the updating of the school's safeguarding systems.
- Assist the office manager in ensuring that liaison takes place with admissions and appeals to co-ordinate the intake of learners throughout the year. Follow up on offers made and advising places refused, ensuring information is exchanged regularly and numbers co-ordinated.
- Assist the admission process by sending CTF files to new schools.
- Support with the organisation of whole-school events, such as open evenings, parent's evenings, etc and attend Operation Meetings when required.
- Support the Senior Leadership Team with fire evacuations and other emergency procedures as required by the Principal, keeping accurate records of emergencies / evacuations.
- Log requests for Estates & Facilities support onto the PFI helpdesk as required
- Ensure that invoices received by the Academy and which relate to an order on the finance system, are supported through the completion of a Goods Received Note on the purchase portal.
- Assist the Office Manager in undertaking pupil data returns for internal and external purposes as required by the Principal, such as, SEND, Gender, NOR, Disadvantaged, PP numbers, etc.

#### General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children and young people

#### Notes

- Undertake any other appropriate and reasonable activity as may be directed from time to time by the Principal.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by:                        |  |
| Date:                                    |  |