

Post title: Transport Administrative Assistant

Grade: Grade 6 NJC06 to NJC11 £25,989 - £28,142
Actual Salary (pro rata) £12,157 - £13,164

Hours: 20 hours per week split shift- 7am–9am and 2pm-4pm (hours to be discussed and negotiable for the right candidate)
Term time only

Line manager/s: Headteacher and School Resource Manager

Main Purpose of the Job:

- To act under the direction of the Resource Manager to provide efficient administrative support for Coppice School and its transport department, and maintain effective administrative systems.
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Key Duties and Responsibilities

- Oversee and maintain our school transport department, liaising with staff and parents.
- Perform any admin related duties as requested by SLT/Office team, including obtaining data from our MIS systems.
- To answer the telephone courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To be aware of and comply with the procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos / work / aims of the school.
- To attend, participate in and take notes for relevant meetings as required.
- Liaise, advise and consult with other members of the team supporting the children as appropriate.
- Set a good example in terms of dress, punctuality and attendance.

Specific roles and responsibilities

- Arrange staffing for our transport department, ensuring each bus is correctly manned and any absences are covered.
- Liaise with LA Transport Services to ensure efficient and safe home-school transport.
- Intercept voicemails from parents relating to absences and inform buses/school staff as appropriate.
- Intercept voicemails from staff relating to absences and inform SLT.
- To input and update data held on the school MIS including enrolment details for new pupils and contact details for pupils and staff.
- Produce reports when required e.g. pupil attendance, staff attendance, reports for parent's evening, governors reports etc.
- Set up parental payments on school payment system, monitor payments and pursue any outstanding balances.
- To provide administrative support for the EHCP annual review process.
- Filing and archiving of general and medical documents.

General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Other Duties:

- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.
- To have professional regard for the ethos, policies and practices of the school(s) in which you support, and maintain high standards in your own attendance and punctuality.

Equal Opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi 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.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Minimum Maths & English GCSE (A*-C) or equivalent.	•	
Experience	Experience of working closely in a team.	•	
	Ability to work with parents/carers and the public in the best interests of the school and our pupils.	•	
	Ability to work as part of a team liaising with Teachers, Senior Management Team and external agencies.	•	
	Ability to support the implementation of school admin procedures and their review effectiveness.	•	
	Experience of working with children and young people with Special Educational Needs and Disabilities.		•
	Level 3 Safeguarding Training.		•
Thinking ability	Effective interpersonal/communication skills.	•	
	Effective organisational skills.	•	
	Analytical skills.	•	
	Use initiative when working e.g seeing things that could be improved.	•	
Personal effectiveness	Excellent communicator.	•	
	Understanding of the need for confidentiality.	•	
	Warm and approachable.	•	
	Enjoy working with children, their families and the public.	•	
	Commitment to pupil well-being, safeguarding and child protection.	•	

	Flexible in attitude and thinking.	•	
	Committed to providing the best for the school.	•	
	Resilient.	•	
General	The flexibility to meet the full range of job requirements.	•	
	A commitment to safeguarding and promoting the welfare of children and young people.	•	
	Commitment to the school's aims and values.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.	•	
	An understanding of and commitment to equal opportunities.	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability).	•	
	To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks.	•	
	Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines.	•	
	Full, valid UK driving license.		•