

Job Title:	Administrative Assistant	Job Category:	Support
Department/Group:	Administration		
Location:	Any Office	Travel Required:	No
Level/Salary Range:	Level 2 A		
Reports to:	Business Support Manager	Weeks per year:	Term time only + INSET days
Job Purpose			
<ul style="list-style-type: none"> To provide effective and flexible administrative support across a range of Academy functions. 			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> To undertake reception duties and deal with general enquiries from visitors, parents etc. To provide administration support to all staff, including the effective use of Microsoft office products; Word, Excel, Publisher and Outlook and other such programmes e.g. Arbor. Ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc. Stock control and management of central stores (which involves working in a small space). Organisation of school trips, including booking coaches, accommodation and venues. The role requires movement around the site as well as some heavy lifting (for first aid emergencies stationary deliveries). Writing and sending emails for the Academy. To operate the school telephone system, forwarding calls as appropriate and taking messages as required. To deal with class registers, behaviour records and other such information, extracting and collating such data on areas such as pupil absence, following up absences as required by Academy policy and procedure (usually but not exclusively by telephone or letter). To input and maintain pupil & parental records using Arbor. To deal with clerical work in connection with the Admission of new pupils and pupil transfers. To act as the initial collection point for monies received from pupils (for school trips, photographs etc). To count, list and bag monies and transfer to the Finance Assistant, in accordance with Academy procedures. To act as the first point of contact with parents on a range of matters (e.g. to arrange appointments), as required by the Academy and all of its staff. To provide a first aid response to all pupils/staff within the Academy. To be scheduled for first aid duties within the Academy. Take control of any emergency situations with a calm manner. Print pupil lists and co-ordinate any evacuations. To deliver messages to classrooms around the site. Administrative support for the Business Support Manager across other academy functions; <ul style="list-style-type: none"> a. HR - 			

- i. Assist the BSM with the preparation of effective recruitment materials including job adverts, job descriptions and person specifications. Adhering to safer recruitment practices and effective communication with candidates throughout the recruitment process.
- ii. Administration for new starters and staff changes.
- iii. Maintenance of personnel records in accordance with statutory and audit requirements.
- iv. Reporting from Arbor as required; liaising with the BMS to ensure policies and procedures are adhered to.
- v. Preparing confidential documents and filing as required.
- b. Site -
 - i. Monthly review and regular updating of information and documents on the compliance website when required.
- c. Catering -
 - i. Updating the cashless catering system as and when required.
 - To be prepared to undergo training activities as required.
 - To maintain confidentiality at all times in respect of Academy-related matters and to prevent disclosure of confidential and sensitive information.
 - To undertake any other duties of a similar level and responsibility as may be required.
 - To assist in maintaining the Academy calendars & website.
 - Accurate and timely completion of confidential filing and photocopying.
 - Covering for other team members and assisting others during busy times.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> ● GCSE English at grade A – C or equivalent 	<ul style="list-style-type: none"> ● Secretarial/Administration/Business qualification

Experience

Essential	Desired

<ul style="list-style-type: none"> ● Previous administration experience in an office environment ● High level of experience of Microsoft packages - Word, Publisher, Excel, Outlook 	<ul style="list-style-type: none"> ● Previous experience working in a school office environment ● Knowledge of Arbor 		
<p>Knowledge & Skills</p>			
<p>Essential</p> <ul style="list-style-type: none"> ● Accurate and fast typing skills ● ICT literacy to meet the requirements of the Job Description ● Excellent interpersonal skills ● Excellent organisation skills ● Ability to work as part of a team and to use initiative when required ● Ability to cope with conflicting demands, deadlines and interruptions ● Ability to maintain confidentiality at all times ● The ability to work to tight deadlines. ● Resilience and a sense of humour when working under pressure. ● Willingness to be flexible ● Willingness to undertake further training as appropriate ● Willingness to undertake First Aid training 	<p>Desired</p> <ul style="list-style-type: none"> ● Current First Aid Certificate 		