

JOB DESCRIPTION

Administration Assistant

Reporting to:	Office Manager and PA to the Headteacher
Location:	Aston Manor Academy
Grade/salary:	Grade 2, SCP's L3 – L8 Term time only plus 2 weeks Actual salary range: £19,626-£21,479pa Pro rata of FTE (£20,812-£22,777pa) - salary range as at: 01/04/2022
Hours:	37.5 hrs per week, term time only plus 2 weeks
Pay progression:	<i>Incremental progression within the grade will be subject to professional criteria-based performance assessment</i>

Job Purpose

The administrative assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Key Duties & Responsibilities

Organisation

- Carry out work professionally and maintain confidentiality at all times
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors in a pleasant and polite manner at all times
- Take and deliver messages and deal with enquiries in a polite and friendly manner. Ensure telephone communication is attended to promptly and courteously maintaining confidentiality at all times
- Ensure any urgent messages are handed face to face to all staff members
- Distribute post to staff in post trays and pass on telephone messages to staff and pupils.
- Keep the office/reception area tidy at all times including maintenance of notice boards and publicity.
- To organise and prioritise tasks

Administration

- Ensure that the Reception Office, as the first point of contact, is kept in good order.
- Control access to the school via security door.
- Undertake specific administrative tasks including but not limited to: typing, filing, photocopying and editing, and data entry.
- Ensure that accurate pupil details are maintained, i.e. change of address, and change of GP etc. and to input such changes and information onto the Progresso system.
- Produce lists/information/data as required e.g. pupils data
- Maintain and collate pupil reports
- Any other duties as designed by the Headteacher from time to time

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and others
- Knowledge of Progresso system.

Responsibilities

- Be aware of and comply with 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 school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

General

- All employees are expected to comply with statutory requirements and policies while carrying out their work. This post is one of continual development and the post-holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- The post-holder must at all times carry out his/her responsibilities with due regard to the school policies.
- Assist with filing in other departments as requested

Health and Safety

All employees are subjected to the Health and Safety at Work Act. The post-holder is required to pro-actively comply with their duties as described by the policy.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

**PERSON SPECIFICATION
Administration Assistant**

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview	T – Test or Exercise	P Presentation	-
--	----------	----------------------------------	----------	----------------------	---------------------------------------	---------------------------------	----------

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	GCSE or equivalent in Maths and English (E)	AF/C
	NVQ or equivalent in business administration or similar and relevant experience (D)	AF/C
	Experience of Progresso System (D)	AF/I
	First aid training (or willingness to complete it) (D)	AF/I
Experience Relevant work and other experience	Experience of working in a fast paced busy environment (E)	AF/I
	Experience of working within education (D)	AF/I
	Dealing with face-to-face and telephone interactions (E)	AF/I
	Working and collaborating within a team (E)	AF/I
Skills & Ability	Effective oral and written communications skills (E)	AF/I
	Excellent organisation skills (E)	AF/I
	Excellent IT skills	AF/I
	Ability to prioritise work tasks (E)	AF/I
	Ability to work accurately with an eye for detail is key (E)	AF/I
	Ability to develop and maintain efficient record keeping systems (E)	AF/I
	Understanding of data protection and confidentiality (E)	AF/I
Behaviours	Have the highest of expectations for yourself and your students (E).	AF/I/T

	Flexible and adaptable with a can do attitude (E).	AF/I
	A commitment to Safeguarding, Pupils Well-being and Equality (E)	AF/I
	A commitment to always maintaining confidentiality (E)	AF/I
	A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the Trust (E).	AF/I
	Ability to be flexible with work commitments (D)	

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____