

JOB DESCRIPTION

Job Title:	Administration Assistant
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Office Manager
Liaison with:	All Staff, Administration Team, Senior Leadership Team, Parents/Carers, Students, External visitors

Job Purpose:

To provide a high quality, confidential and timely service to students, staff and parents supporting the delivery of an effective administrative service by the school office team. To provide a high standard of customer care to everyone who makes contact with the team. To assist in the maintenance, development and the evaluation of administrative systems and procedures.

Key Responsibilities

- To provide a supportive, effective and efficient administrative support relating to a specific area or areas of school business. Such duties to include word-processing, letter production, data inputting, form completion, photocopying, mailing, report production, absence data, record management, confidential work and liaison with relevant stakeholders. Areas of school business may include:
 - Parents Evenings, Open Evenings and other school events
 - Home-School communications relating to all aspects of school life (letters, text messages, emails)
 - Administrative support for educational visits and trips ○ Records management, including school databases and archiving, ensuring systems are upto-date and accurate
 - Examinations administration ○ Admissions administration ○ Pastoral, including Detentions, Reflection, Praise, Celebrate Success, Exclusions ○ School photographs ○ Telephone and Reception duties ○ Displays around school
 - School News Letters and other resources
- To organise, plan and control workload and procedures.
- To interpret and advise on relevant procedures, regulations and directives within the scope of the job
- To ensure data is managed effectively and proactively and in adherence with relevant legislation and policies
- To attend and contribute to appropriate internal meetings

- To be responsible for basic first aid
- To prepare for and attend appraisal meetings to monitor progress against agreed objectives
- To work flexibly and provide cross cover to other members of the team as and when required, often at short notice
- To undertake relevant training when appropriate
- To promote and safeguard the welfare of young people that you come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To promote the agreed vision and aims of the school and The Arthur Terry Learning Partnership
- To set an example of integrity and professionalism
- To attend appropriate staff meetings, CPD sessions and training days
- To be an effective team player
- To support the wider administration function in school
- Any other ad hoc duties commensurate within the grade to support the needs of the school and ensure its smooth running

The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies or school needs.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Administration Assistant

MOA – Method of Assessment AF – Application Form I – Interview T – test

CRITERIA		M.O.A.
EDUCATION/ QUALIFICATION	<ul style="list-style-type: none"> GCSE or equivalent in maths and English NVQ or equivalent in business administration or similar and relevant experience Working towards administrative qualification 	AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Experience of working in a school or college environment or equivalent experience Administrative experience Experience of using Bromcom Experience of working to strict deadlines Understanding of the principles of safeguarding young people 	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> Ability to work accurately with an eye for detail is key Excellent organisational skills Excellent communication skills Excellent I.T. skills Ability to remain calm under pressure and organise time effectively Ability to adapt to changing demands and condition Ability to develop and maintain efficient record keeping systems Ability to communicate with a range of audiences including colleagues and other stakeholders Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date 	AF/I/T
TRAINING	<ul style="list-style-type: none"> Willingness to participate in further training and development opportunities offered by the school/Partnership 	AF/I
OTHER	<ul style="list-style-type: none"> Ability to demonstrate commitment to Equal Opportunities 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive Disclosure relating to young people or vulnerable adults 	AF/I