

Job Description



Job Title: Administration Assistant

Band: Grade C

Reports to: School Administrator/Head of School

Location: Discovery MAT

Checks required: Enhanced DBS check required

Job Purpose: To provide administrative, HR and financial support to the academy using own initiative and/or under the direction of senior staff.

Decision-Making: The job involves working within recognised procedures using initiative. Problems are referred to a line manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Accountabilities

- Reception duties, answering routine telephone and face to face enquiries and signing in visitors in line with Trust policies
- Supporting the development of administrative and school procedures
- Providing routine administrative, personnel and financial services to support all staff and the functions of the academy
- Assisting in maintaining the Single Central Record under the direction of senior staff and in line with Trust policies
- Assisting with checking deliveries e.g. GRN orders in PSF
- Updating pupil data eg current pupils, starters, leavers, nursery admissions, CTFs, free school meals, attendance, Parent Pay across a variety of manual and computerised record systems on a continuous basis including start and end of year procedures
- Monitoring attendance, investigating absent children and liaising with the EWO (including letter writing, reporting and attending meetings)
- Assist in preparing the school census, KSI and 2 assessment data and Early Years' headcount information
- Assisting with organising school visits, trips and events
- Booking supply cover as directed
- Maintaining the school website as directed
- Sorting and distributing mail/email
- Undertaking appropriate key tasks of absent administration colleagues to ensure the smooth running of the school office
- Undertaking other duties as directed and commensurate with the grading of the role

Demands

The post is predominantly office-based, with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the academy environment.

Concentration required for periods of up to two hours at a time, with some work-related pressure due to conflicting demands from telephone calls and visitors.

Working Conditions

This post is mainly office-based; there may be exposure to unpleasant environments or disagreeable people-related behaviour.

Experience, Knowledge and Qualifications

- NVQ Level One in administration or equivalent qualification or experience
- Knowledge of general computer packages and office equipment eg. Microsoft Office, photocopier, shredder, telephones etc
- Knowledge to undertake a range of tasks involving the application of financial rules and procedures and financial administration including cash handling
- Understanding of the financial functions and duties of a locally-managed academy
- Awareness of the Data Protection Act 1984/GDPR for the security, accuracy and relevance of personal data, to ensure that all administrative and financial processes comply with this
- Good numeracy and literacy skills are required

Skills and Technical Competencies

The post-holder is required to:

- Use judgement when interpreting and resolving straight-forward problems
- Use interpersonal skills for communicating tactfully information with academy colleagues and callers and visitors to the academy
- Use keyboarding skills for the production of correspondence and emails
- Be able to treat information with confidence
- Demonstrate a commitment to customer care
- The post-holder should be familiar with the use of office equipment (eg. photocopier, shredder etc)

Corporate standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the academy's constitution and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities Policy and relevant legislation.

The Trust and the Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.