

## INSPIRE ACADEMY

### JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Administration Assistant</b>
<b>REPORTS TO:</b>	<b>Senior HR &amp; SLT Administrator</b>
<b>SALARY / RANGE:</b>	<b>NJC scale – Grade C1</b>
<b>HOURS / WPY:</b>	<b>37 hours per week</b> <b>Term-Time only +3 weeks (x5 staff INSET days + 2 additional working weeks during school holidays)</b> <b>= 41 working weeks per year in total</b>

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#### **FUNCTION OF POST:**

To provide effective and efficient clerical, general admin and reception support to the Academy.

#### **MAIN AREAS OF RESPONSIBILITY:**

- To undertake receptionist duties, liaising with all stakeholders in a professional manner, including being the main point of contact for visitors and in-person queries.
- Answering the main reception phone and transferring calls to the relevant staff member, or taking messages where appropriate.
- To comply with the Academy's security/safeguarding arrangements, ensuring visitors have signed in correctly upon arrival and issued with a visitor's badge.
- To assist with pupil welfare matters and contacting parents/carers when necessary, including checking and recording pupil absence on a daily basis, and liaising with parents/carers regarding pupil's sickness, accidents and injuries.
- To be the Academy's nominated First Aider, administering medication to pupils (and maintaining a daily medication record).
- To regularly stock-check and order office stationery / equipment / first-aid supplies.

- To maintain the Academy's SIMS ('School's Information Management System'), ensuring comprehensive data is stored and regularly updated for all pupils.
- To maintain confidential electronic and paper-based pupil files.
- To send pupil attendance/admission data to the Local Authority and other relevant agencies.
- To support with SEN administration tasks, including the preparation of Annual Reviews.
- To schedule visits/appointments on the Academy's main Outlook calendar.
- To provide hospitality for Academy visitors, preparing refreshments for in-house meetings.
- To deal with incoming and outgoing post on a daily basis.
- To accurately process Purchase Orders/Requisitions on PSF, ensuring the Trust's financial procedures and processes are being followed.
- To check and sign for deliveries when they arrive in reception, distributing deliveries to the appropriate staff member and confirming the delivery of goods on PSF.
- To ensure all financial documentation received within the Academy is sent across to the appropriate Finance contact on a daily basis.
- To undertake any other administrative tasks required and providing general admin support to the main office.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities, in discussion with the Line Manager.
- In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

*Please note: the duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and salary grade.*