# Job Description

**Job Title: Administration Assistant**

**Salary: Grade 4, Points 11-14 (£ 19,772 to £ 20,439 )**

**(actual salary £ 17,365 to £ 17,950 pa depending on experience)**

**Hours: 37 hours per week, 40 weeks pa (Term Time plus and 5 Inset days 5 additional days)**

**Reports to: PA to Head Teacher**

# Overall Job Purpose:

To ensure the effective operation of all aspects of the main school office by supporting a wide range of administrative, operational and organisational services including student administration and record keeping, supporting student admissions, reporting, and safeguarding procedures.

To promote the school in a positive manner at all times to staff, students and visitors.

To develop and grow with the role as the school becomes established and increases in size.

# Main Duties and Responsibilities

**General**

1. Provide a high-quality administration service to the school in accordance with the Trust’s established policies and procedures.
2. Provide support, advice and guidance on relevant administrative issues to senior staff, and other stakeholders, as required.
3. Provide accurate and timely information to the Head Teacher and other stakeholders to support the effective management of the school.
4. Manage communications to stakeholders, by drafting and typing correspondence to respond to queries and emails as appropriate.
5. Liaise with parents/carers in dealing with queries and concerns ensuring that they are directed to the most appropriate member of staff.
6. Support the school admissions process by responding to telephone/written queries; handling in-year applications; maintaining waiting lists.
7. Maintain accurate student data on SIMs and produce reports as required.
8. To provide ad-hoc cover for the Receptionist, handling telephone and face to face enquiries providing advice and information and monitoring access for visitors as an integral part of our student safeguarding strategy.
9. Share in the undertaking of first aid duties, including overseeing sick bay and sickness reporting, and liaising with staff and parents.
10. Any other duties commensurate with the grade as may be required and as time permits

This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the School and may be subject to modification after consultation with the post holder.

# Person Specification

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| **QUALIFICATIONS**  |  |
| NVQ Level 3 or equivalent in a Business Administration or similar | Desirable |
| Minimum GCSE grade A\*-C in English and Maths | Essential |
| **EXPERIENCE**  |  |
| Experience of using SIMS or other similar data management systems. | Desirable |
| Experience of working in an office and as part of a cohesive team | Essential |
| Experience of working in a school office | Desirable |
| Experience of development, management and operation of a range of administrative systems.  | Essential |
| **SKILLS AND ABILITIES** |  |
| Excellent communication skills – verbal and written. | Essential |
| Computer literacy - ability to produce a range of documents and reports, including school specific software (SIMS), Microsoft Office (Word, Excel etc) and other electronic databases.  | Essential |
| Highly developed interpersonal, organisational and administrative skills. | Essential |
| Ability to develop and maintain effective computerised and manual filing systems. | Essential |
| Ability to organise and prioritise own workload to achieve deadlines. | Essential |
| Ability to investigate methodically and respond to complex queries and anomalies when required.  | Desirable |
| Ability to monitor and process accurate administrative records.  | Essential |
| Ability to multi-task and react positively to unplanned events and emergencies | Essential |
| **KNOWLEDGE**  |  |
| Awareness of and commitment to safeguarding children  | Essential |
| Understanding of Data Protection and a commitment to a high standard of professional confidentiality.  | Essential |