

Fortis Trust – Job Description

POST TITLE

Forward2Employment PA/Administration Assistant

RESPONSIBLE TO

Vice-Principal and Principal of Forward2Employment
CFO

PURPOSE OF JOB

To provide an efficient admin service to support the smooth operation of the academy and F2E.

1. DUTIES AND RESPONSIBILITIES

- 1.1 Answer enquiries received in person/by phone or via emails – responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate.
- 1.2 Prepare and maintain all Access to Work paperwork and ensure claims are submitted on time.
- 1.3 Maintain the finance system and be responsible, under the direction of the Finance Manager, for all sales and purchase ledger transactions.
- 1.4 Ensure a bank rec is completed each month.
- 1.5 Ensure the finance system is kept up to date to ensure monthly management accounts can be completed by the Finance Manager.
- 1.6 Prepare paperwork and ensure all documents are ready for EHCP meetings, send out invitations to relevant parties, type up and proof read meeting notes and ensure the completed document is sent to parents/local authority.
- 1.7 Attend EHCP meetings if required.
- 1.8 Prepare and distribute general correspondence for approval and then dispatch by post or email.
- 1.9 Open, sort and distribute incoming mail and ensure outgoing mail is dispatched.
- 1.10 Maintain printer supplies and organise maintenance when necessary.
- 1.11 Maintain stationery supplies and storage.
- 1.12 Maintain the ILR database and ensure student records are kept up to date and the returns are completed and submitted on time.
- 1.13 Maintain student database and records
- 1.14 Ensure referrals are dealt with and correspondence is maintained.
- 1.15 Ensure vacancies are advertised as directed by senior staff.
- 1.16 Prepare and maintain admission forms and associated admin.
- 1.17 Undertake a range of administrative tasks to support the efficient operation of the Forward2Employment office when necessary, including maintaining the F2E online calendar
- 1.18 Sourcing networking opportunities for F2E to attend
- 1.19 support in the organisation and planning of promotional events to raise the profile of F2E
- 1.20 Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. RELATIONSHIPS

- 2.1 To establish strong positive working relationships with other members of the Administration Team.
- 2.2 Build positive relationships with all members of the Academy and Trust community, maintaining a positive attitude.
- 2.3 To promote and foster good relationships and effective liaison with parents.
- 2.4 To promote and foster good relationships and effective liaison with other Fortis Trust and Forward2Employment Staff.
- 2.5 To promote good relationships and effective liaison with all appropriate external agency professionals involved with the Trust.
- 2.6 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.
- 2.7 The post holder is responsible to the Principal of Forward2Employment for their duties, responsibilities and tasks.

3. OTHER RESPONSIBILITIES

- 3.1 To undertake any administration and general office duties, including filing, photocopying, maintenance of both paper and electronic filing and record systems and other administrative support to assist in the efficient operation of Forward2Employment.
- 3.2 To be a key member of the Administration Team and attend relevant meetings.
- 3.3 To ensure the effective communication of the Forward2Employment Philosophy, Aims and Policies to staff, students and outside agencies.
- 3.4 To carry out any other 'reasonable' duties as designated by the Principal.
- 3.5 To carry out duties as contained in your Fortis Trust /Forward2Employment contract.

This job description may be amended at any time in consultation with the post holder and will be reviewed annually.

The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

Prepared January 2023

Next Review Date: January 2024

Principal's signature:

Date:

Post holder's signature:

Date:

Fortis Trust – Person Specification
POST TITLE - Forward2Employment Administration Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> Administrative experience Computer literate, particularly in use of Microsoft Office Understanding of Data Protection and Confidentiality Understanding of finance preferably in a school setting Finance experience, particularly Quickbooks 	<ul style="list-style-type: none"> Experience of data management, in an education setting
Qualifications	<ul style="list-style-type: none"> GCSE's or equivalent in English and Mathematics at grade C or above 	
Skills & Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff Ability to work with due regard to confidentiality, data protection and safeguarding at all times Good organisational skills Ability to follow set procedures and use own initiative in a busy environment A positive role model of professional practice and conduct of others 	
Attributes & Attitudes	<ul style="list-style-type: none"> Punctual and reliable Flexible approach, including a sense of humour and positive attitude toward work Calm, tactful and collaborative manner Trustworthy and discreet for confidentiality A team player who is enthusiastic and willing to work with others 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> Knowledge, understanding and commitment to equality, diversity and inclusion formed by practical experience and application 	
Safeguarding	<ul style="list-style-type: none"> Knowledge, understanding and commitment to safeguarding and promoting the welfare of students Ability to form and maintain appropriate relationships and personal boundaries with students 	