

INSPIRE ACADEMY

JOB DESCRIPTION

POST TITLE:	Administration Assistant – Part-time
REPORTS TO:	Senior HR & SLT Administrator
SALARY / RANGE:	NJC scale – Grade C1 (spine point 6-19)
HOURS / WPY:	20 hours per week (8:00am – 12:00pm) Term-Time only (including x5 staff INSET days per year) = 39 working weeks per year

FUNCTION OF POST:

To provide effective and efficient clerical, general admin and reception support in the mornings in the Academy main office.

MAIN AREAS OF RESPONSIBILITY:

- Provide reception front-desk coverage by managing a busy phone system, greeting visitors as they enter the building and liaising with all stakeholders in a professional manner.
- Maintaining an organised, clean office environment.
- Providing an efficient telephone service, transferring phone calls, taking and distributing messages, accurately recording and sharing information received.
- Answering the main gate via intercom, speaking to visitors on arrival regarding their visit to the Academy.
- To comply with the Academy's security/health and safety/safeguarding procedures, ensuring visitors have signed in correctly upon arrival and issued with a visitor's badge.
- Respond to emails and other digital queries and correspondence.
- Draft and edit letters, reports and other documents.

- To assist with pupil welfare matters and contacting parents/carers when necessary, and liaising with parents/carers regarding pupil absences.
- 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 schedule visits/appointments on the Academy's main Outlook calendar.
- To provide hospitality for Academy visitors, preparing refreshments for internal meetings.
- To deal with incoming and outgoing post on a daily basis.
- To check and sign for deliveries when they arrive in reception, distributing deliveries to the appropriate staff member.
- To provide general admin support to other administrative staff/colleagues as needed.
- 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.