



Job Description

Job title:	Administrator Assistant
Salary:	FST Scheme 3
Responsible to:	Office Manager

1. Main purpose of job

To provide administrative support to New Line Learning Academy and be the first point of contact on the telephone and in person for all visitors, staff and students to the school.

2. Key Accountabilities

- Answer incoming calls in a professional, efficient and prompt manner, filtering enquiries as appropriate, taking and passing on accurate messages to meet the needs of the stakeholder.
- Maintain general administrative filing and paper and computer-based records to ensure data can be extracted when required, including the updating of SIMs
- Produce reports, letters and other documents as directed by the Office Manager.
- To support the Attendance Officer in the day to day recording of pupil marks
- Mail – open and sort incoming mail, deliver internal mail and also process outgoing mail.
- Carry out general administrative tasks such as laminating, shredding and scanning files, mail merge for letters, addressing postcards and photocopying.
- Manage the copying, collation, preparation of labels and envelopes for school mail outs to parents and students.
- To prepare materials and resources for school events and be involved in the organisation on the day.
- Provide practical support in the absence of any member of the support staff to ensure their critical duties are carried out.
- Any other duties within the capacity of the post holder as may be reasonably requested by the Headteacher.
- Ensure Reception is a welcoming environment and all visitors are compliant to the Academy's policies.
- Ordering of school resources and office supplies
- Managing deliveries and liaising with the finance department to ensure all details are accurate

This is not an exhaustive list



3. Person Specification

Essential Criteria

- Strong communication skills, both written and verbal
- Computer literate with Microsoft Office to an advanced level (Word, Excel, PowerPoint, Outlook)
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Self-motivated with the ability to work on own initiative and prioritise workload
- Experience in an administrative environment
- Ability to find solutions to administrative problems

Desirable Criteria

- Experience of using SIMS database
- Working knowledge of the Data Protection Act
- Qualified First aider / Willing to train to be a qualified first aider

4. Organisation

- The postholder will be line managed by the Office Manager and will be expected to participate in the performance management process.
- The postholder will have daily contact with staff, students and visitors and would be expected to liaise with senior management.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.