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Job Description: Administrative Assistant

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| **Based at:** | The Island Learning Trust Central Office |
| **Grade:** | Kent Range 3  (£18,425 pro-rata pa)  20hrs per week / 38 weeks per year |
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| **Responsible to:** | CFO |

**Purpose of the Job:**

To provide general clerical and administrative support to the Central Team.

**Key duties and responsibilities:**

1. Processing purchase requisitions for Trust office and Trust schools, efficiently and in a timely manner
2. To chase up and match relevant purchase documentation i.e. delivery notes with purchase orders
3. To process invoices as directed by the Finance Manager
4. Scanning of personnel documentation and ensuring electronic files are maintained
5. Using MIS i.e. SIMS to update personnel records as directed by the HR Manager
6. Provide general administrative support to the Central Team
7. Answering the telephone and dealing with general enquiries in a professional and polite manner
8. Liaising in a professional manner with all schools and staff across the Trust

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Person Specification: Administrative Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 2 or 3 Diploma. |
| **EXPERIENCE** | * Knowledge of administrative and office systems (Essential) * Knowledge of school finance systems (Desireable) |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff, senior leadership, suppliers and outside agencies * High level literacy and numeracy skills * Ability to input data quickly and accurately * Computer literate – ability to use a computer and produce a range of accurate documents using Office 365, including Outlook email, Excel and Word. * Ability to use financial software - PS Financials (training will be given) * Ability to work to deadlines * Ability to work pro-actively and as part of a team * Good organisational skills * Ability to undertake training to support the role * Ability to retain and use a range of information * Ability to work independently * Ability to maintain confidentiality at all times |
| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems * Awareness of equality and diversity issues – respecting the needs and views of other people * Understanding of GDPR and health and safety issues within the workplace |