

# Viking Academy Trust



## Job Description

**Position: Administration Assistant**

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:** *Mjemi* **Date:** 30.11.21

## Viking Academy Trust

### JOB DESCRIPTION: Receptionist / Admin Assistant

#### PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Ramsgate Arts Primary School
Job Title:	Administration Assistant
Line Manager:	Central Administration Manager
Pay Grade:	Kent Range 3

#### SUMMARY OF JOB

To provide an efficient reception service and carry out administrative tasks to support the smooth operation of the school.

#### KEY DUTIES AND RESPONSIBILITIES

1. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
2. 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.
3. Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person. To liaise with parents about outstanding monies.
4. Prepare club registers and update records and ensure information is shared as required.
5. Prepare and distribute routine home / school correspondence for approval by Headteacher.

6. Take administrative responsibility with the organisation of school trips- this includes sourcing quotes for trips and transport, booking transport, drafting trip letters and diarizing on the school diary and website. Ensuring all required records and permission slips are available to the group leader.
7. Take administrative responsibility for the organisation of school photographs.
8. Receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
9. Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
10. Undertake a range of administrative tasks to support the efficient operation of the school - including word processing / data entry / filing.
11. To administer first aid (training will be provided).
12. Comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.

### **OTHER RESPONSIBILITIES**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.\*

Any other task - as requested by the Head of School and which shall be deemed to fall within the general boundaries of the post\*\*

### **PERFORMANCE APPRAISAL**

To attend regular office staff meetings with the Central Administration Manager and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

*\*\*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties*

*therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*