



JOB DESCRIPTION

Job Title:		Administration Assistant			
JE Code:	A4339	Evaluation:	367 points	Grade:	N3
Effective Date:	June 2018	Status:	Final		
Responsible to:	NEAT Chief Operating and Financial Officer				
Responsible for:	N/A				
Job purpose:	To provide administrative support to the NEAT Central Team				

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Maintain office systems and records and collect, compile and present data both manually and electronically in order to maintain accurate and up-to-date paper and electronic filing and information systems and provide standard reports.
- 2 Organise and take notes at meetings and events including requesting caretaking and catering support as needed.
- 3 Maintain the trust's calendar on behalf of the Chief Executive Officer and co-ordinate diaries on behalf of the Executive Team.
- 4 Liaise with schools and external organisations to meet the needs of the trust including providing reception services and responding to queries.
- 5 Ensure that office machinery, stationery and other office consumables are ordered in accordance with purchasing procedures. Carry out basic maintenance of office equipment and arrange service and repair as necessary.
- 6 Assist the trust's Finance Officer with financial administration by processing orders, invoices etc in accordance with the NEAT Financial Handbook.
- 7 Assist the trust's Governance Support Adviser with collating, printing and distributing papers for board and committee meetings and updating relevant websites.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.

- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.