

Job Description

Administrative Assistant



Responsible to:	Office Manager/HR Support
Job purpose:	To be the first point of contact for parents and visitors of the Academy, both by telephone and in person, providing a professional and friendly reception service.
Arrangement:	20 hours, Term Time Only
Grade:	Grade C - Scale point 3 -6

Main responsibilities of the post:

The main purpose of the role is to work under the guidance of the office manager to provide administrative support within the Academy and to provide a friendly, efficient service to staff, students and visitors.

Specific Responsibilities

Providing organisational, administrative support to the Academy by:

- Operating the switchboard and welcoming all visitors to the Academy, enquiring as to their requirements and dealing with them appropriately and professionally
- Professionally dealing with student and staff enquiries
- Assisting with student first aid/welfare/liasing with parents and staff as required
- Word processing/desk top publishing letters/documents
- Maintaining manual and computerised records/management information systems and producing reports, lists and data analysis as required
- Receiving payments from students and assisting with counting and banking money as required
- Selling and distributing Academy uniform according to procedure
- General filing/faxing/collating of records
- Distributing incoming and processing outgoing mail and ensuring maintenance of franking machine
- Assisting in the completion and submission of forms, returns etc. including those to outside agencies
- Maintaining stock of stationery supplies and distribute orders as required
- Undertaking day to day photocopying, printing, collating, binding and laminating for all departments within the Academy
- Producing Academy documentation and resources as required
- Ordering parts and materials for office equipment and ensure fault reporting and repairs are carried out
- Producing monthly photocopier/printer statistics for departmental accounts and inform photocopier provider of monthly copier totals
- Taking notes at meetings
- Admin support for connexions/careers
- Liaising with transport providers to ensure appropriate transport arrangements for students including making arrangements for internal transport

Providing specific administration support to

- Exams and Data team when required
- Pastoral Leaders when required
- SEN on a weekly basis
- SLT when required

Specific support for teams to include:

- Students on report - updating data in SIMS, weekly reports on students who are on report, letters to parents
- Detentions – updating SIMS, sending letters to parents, telephoning parents
- SEN – sending letters as appropriate, inputting data into SIMS, scanning to SIMs, filing, booking rooms
- Admin support for pastoral staff – booking rooms, sending out student reviews and round robins

Appraisal or review of performance:

- Secure high standards of professional practice through active participation in the Academy's Performance Management review procedures.
- Continuously engage with Academy or Trust CPD.
- Take responsibility for your own professional development and continuously strive for improvements.
- Conduct the appraisal or review of any other member of staff's performance where you are identified as the reviewer.

Other duties

- Display commitment to the protection and safeguarding of children and young people.
- Comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
- Develop professional relationships with Academy and Trust stakeholders, and persons or bodies outside the Academy.
- Act as an ambassador for the Academy community, to support the Academy and Trust's distinctive aims and ethos and to encourage staff, students, parents and stakeholders to follow this example.
- Promote the Academy and the Trust positively with the local community.
- Support the Academy during social times in accordance with the Academy duty rota.
- Attend relevant meetings and events as outlined on the Academy calendar.
- Undertake any other duty as required by the Academy and not mentioned in the above.
- Be aware of, and comply with, the Academy's policies and procedures at all times.
- To attend and perform in accordance with the Academy expectations.

In addition to the above to undertake any other duties appropriate to the grade of the post

Thornaby Academy and Falcon Education Academies Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.