



JOB DESCRIPTION

JOB DETAILS

Job Title: Casual Administration Assistant – NEFUTC

Working Pattern: Casual, as and when required

This job description may be amended at any appropriate time following consultation between the Administration Assistant and the Business Manager. It will be reviewed annually and appraisal objectives agreed.

JOB PURPOSE

To provide general administration support to the school, maintaining confidentiality at all times.

KEY RESULT AREAS

1. Provide efficient and effective organisational support to the school:
 - Undertake reception duties and hospitality, greeting parents and visitors, answering general telephone and face to face enquiries
 - Signing in visitors in line with safeguarding requirements
 - Assist in arrangements for school trips, events etc.
2. You will provide efficient and effective administration support to the school:
 - Provide general clerical/administration support e.g. photocopying, filing, sending and responding to emails, completion of forms and responding to routine correspondence
 - Maintain manual and computerised pupil records, management information systems, pupil consent records
 - Product lists/information/data as required
 - Sort and distribute mail
 - Undertake administration duties
 - Maintain and collate pupil reports, via MIS and standalone applications.
3. Receive and welcome visitors to the UTC on behalf of the Principal in a professional manner, organising parking, providing refreshments etc.
4. Be aware of any comply with all UTC policies and procedures.
5. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

EQUALITY AND DIVERSITY

November 2024

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and cooperate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.