

JOB DESCRIPTION

POST TITLE:	Administrative Assistant Level 3
LOCATION/BASED:	North Gosforth Academy
GRADE:	N4
RESPONSIBLE TO:	Office Manager / PA
CORE PURPOSE:	To provide comprehensive secretarial and administrative support to the school.

MAIN DUTIES & KEY RESPONSIBILITIES

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

1. Liaise with staff, students and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and careers related events and administering cover for absent teachers.
2. Provide general clerical support ensuring that confidential files and records are kept up to date (including attendance, student and personnel files, contract details) and to undertake general duties such as photocopying, sorting and delivering post etc.
3. Responding to enquiries in person, verbally and in writing, arising from a variety of sources and decide on subsequent action.
4. Organise, clerk and minute meetings and maintain office systems and diaries etc.
5. Providing first aid and administering medication to students as required.
6. Administration relating to school meals including communication with students, parents and the finance department and the production of associated reports.
7. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
8. Create and maintain records and collate year group data collections.
9. Oversee the administration of the student options process.

10. Assist with the examinations manager with preparation of the examination timetables and examination results information and data for publication and analysis and the facilitation of exam results service to students.
11. Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
12. Assist in the training of and demonstration of break duties to staff and volunteers.

GENERAL RESPONSIBILITIES

13. To promote and safeguard the welfare of children and young people you come into contact with
14. Demonstrate the vision and values of the Trust in everyday work and practice.
15. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
16. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
17. Attend out of hours events as reasonably required.
18. Take responsibility for your own continuing professional development.
19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: ADMINISTRATIVE ASSISTANT L3

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent ICT/Microsoft Office skills and the proven ability to use them effectively.	✓	
Excellent written and numeracy/literacy skills.	✓	
Excellent interpersonal and communication skills	✓	
Able to relate well to children and adults, and in particular able to establish positive relationships with students.	✓	
Able to use own initiative and respond positively and effectively to unexpected problems and situations.	✓	
Able to work with minimal supervision.	✓	
Able to work constructively as part of a team with a flexible approach to work.	✓	
Ability to work to deadlines, prioritise and deal with a varying workload	✓	
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to converse at ease with students and provide advice in fluent and accurate spoken English	✓	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: - motivation to work with children and young people - ability to form and maintain appropriate relationships and personal boundaries with children and young people - emotional resilience in working with challenging and sensitive situations	✓	
Ability to contribute to the maintenance of websites and social media platforms		✓
Knowledge of relevant policies and awareness of relevant legislation.		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
GCSE level qualifications or equivalent in Maths and English	✓	
Appropriate first aid training.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of using database packages	✓	
Experience of financial systems related to purchase orders, travel bookings etc.	✓	
Experience of dealing with people both face to face and over the telephone	✓	
Experience of using SIMs		✓
Experience of using Adobe InDesign or similar		✓

Experience of working in an educational environment		✓
Invigilating internal and external examinations, under supervision		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Ability to deal confidently with students and families as well as external agencies	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	
Good team worker with a flexible approach to work.	✓	
Creative and innovative thinker	✓	
Passionate belief in the trust's vision and values	✓	
Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.