JOB DESCRIPTION

POST TITLE: Admin Assistant level 3

LOCATION/BASED: Callerton Academy

GRADE: N4

RESPONSIBLE TO: Office Manager

CORE PURPOSE: To provide 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. Maintain attendance records, organize meetings and events in the school as directed. Maintain office systems and provide information/letters to parents and pupils.
2. Assist the attendance manager with the maintenance of accurate registers daily.
3. Log daily absence calls and messages.
4. Ensure any students arriving late in school are registered and logged with the attendance manager.
5. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repair of school equipment.
6. Collect, record, compile and present data relating to attendance both manually and electronically, in order to maintain a comprehensive, up to date electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
7. Collate pupil's reports as required.
8. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
9. Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. 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.

8. 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: Admin Assistant level 3

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent interpersonal and communication skills.	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (especially Word and Excel)	✓	
Ability to work to deadlines, prioritize and deal with a varying workload	✓	
Able to work on own initiative and as part of a team	✓	
Able to work with without supervision.	✓	
Good working knowledge of SIMS		✓
Experience of using photocopiers and other basic reprographics equipment		✓
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Experience of clerical/administration work	✓	
Experience of dealing with customers/clients both fact to face and over the phone	✓	
Ability to prioritize workload	✓	
Experience in an educational environment.		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Ability to deal confidently with a wide range of clients	✓	
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	
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.	✓	
Ability to demonstrate a conscientious and flexible approach		✓
Interest in and commitment to the whole school as a community		✓
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.