Northern Education Trust – Job Description

Job Title:	Administrative Assistant	**JE reference**	JE222
Base:	Academy		
Reports to:	PA to Principal/Office Manager	**Grade:**	Grade 2 SCP 4 -SCP 5
Staff responsibility for:		**Salary:**	£26,016.00 - £26,427.00 (FTE, Salary to be pro rata) [Delete as appropriate]
Additional:		**Term:**	-- hours, -- weeks

JOB PURPOSE

- To provide administrative support to the academy

JOB RESPONSIBILITIES

- Maintain records, organise meetings and events in the academy as directed. Maintain office systems, diaries and provide information/letters to parents and pupils
- 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 academy equipment
- Collect, record, compile and present data both manually and electronically, 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
- Maintain records, organise meetings and events in the academy as directed. Maintain office systems, diaries and provide information/letters to parents and pupils
- 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 academy equipment
- Collect, record, compile and present data both manually and electronically, 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
- Collate pupils' reports as required
- Monitor, and support parents in the use of, Parent Pay
- Liaise with staff, parents and external bodies to meet the requirements of the academy, including the provision of reception services, arranging events, work experience placements, eye tests etc

- To promote and implement the council's equality policy in all aspects of employment and service delivery
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young people she/he is responsible for, or comes into contact with

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..