



JOB DESCRIPTION

NAME:

POST: Admin Assistant

GRADE: Grade 3 (SCP 4-6)

RELATIONSHIPS:

The post holder is accountable to HR Academy Lead in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The post holder is responsible for providing an efficient and confidential administrative service to the Academy, especially to manage all areas of responsibilities in relation to the function and duties of the post of Admin Assistant as outlined in this job description.

MAIN DUTIES & RESPONSIBILITIES:

- To undertake administration support and general office duties, including the preparation, collation/copying of reports and documents. Organising and maintaining filing systems and computerised data input and paperwork.
- To answer the telephone and undertake reception duties including receiving visitors, answering phone, taking messages and dealing with enquiries.
- To accept and transfer pupils via Common Transfer procedure, use of Arbor and other MIS.
- To ensure safe and accurate storage of staff and pupil files, maintenance and updating of files, and database (Arbor/ excel)
- To cover for the Receptionist in their absence.
- To send text messages, emails and letters to parents and carers.
- To undertake regular first aid training and assist with the first aid requirements of students and staff including student risk assessments.
- To liaise with external agencies, such as coordinating events, school photographer and school nurse.
- To provide administrative support to the HR Admin Lead and the Senior Pupil & Policy Administrator e.g. typing, filing, photocopying, use of spreadsheets, excel, word, email etc.
- To undertake a range of administrative/Clerical tasks as required to support the effective running of the Academy including supporting members of SLT or Heads of House if required.
- To support other members of the administration team.
- Any other duties commensurate with this post as directed by the HR Academy Lead.

GENERAL:

- To promote and support AAT’s culture of “High Expectations for All” and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in

**Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act
1974
Outstanding Achievement for All**