

## **Administration Assistant (Aspire School) - Job Description**

Reports to: Office Manager

Date: June 2024

Grade: Range 3

---

### **Line of responsibility**

The administration assistant will be directly responsible to the Office Manager

### **Job purpose**

The administration assistant shall be responsible for:

- Assisting in the smooth and efficient running of the school's office and reception area.
- The provision of efficient and accurate clerical support to the school office.
- Undertaking general office, reception and administrative duties as required.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the office manager or Head of School.

### **Job specification**

#### **Operational**

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- Assist her/his line manager to ensure the effective operation of the school office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- Provide efficient administrative support to the Office Manager and the school's senior leadership team (SLT).
- Assist in maintaining and updating information held on school databases.
- Undertake reception duties including the signing in/out of visitors to the school.
- Courteously welcome and receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and shall deal with enquiries as required, maintaining safeguarding, security requirements and confidentiality.
- Answer incoming calls, dealing with requests and enquiries and taking messages as required.
- Deal with students that are feeling unwell or have been injured, and those needing to leave school for medical appointments.
- Raise requisitions using the PSF system
- Chasing Orders
- Dealing with returns and queries relating to ordering
- Accept deliveries to the school as per procedures and make arrangements for their appropriate distribution.
- Contribute to the evaluation and development of administrative systems and procedures.

- Ensure compliance with data protection and other statutory regulations

#### **General**

- Attend school events as required.
- Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- Attend training sessions and meetings as required.
- Keep up to date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- Support Office Manager in providing information to the Head of School, governing body and its committees as appropriate and when required.
- Undertake first aid training and responsibilities as required.
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Undertake any other reasonable tasks commensurate with grade.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the trust's appraisal scheme.

## Administration Assistant: Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>Experience of working in a busy office environment/reception area.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or similar establishment.</li> <li>First aid qualification or willingness to gain one.</li> </ul>	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students and colleagues.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, and visitors/callers.</li> <li>Good standard of numeracy and literacy skills.</li> <li>Ability to use MS Office software packages, particularly Excel and Word, effectively.</li> <li>Ability to absorb and understand a wide range of information.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation.</li> <li>Proficient user of Capita SIMS</li> </ul>	Application form Letter of application References Interviews
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>Able to follow direction from the line manager.</li> <li>Initiative and ability to work when under pressure.</li> <li>Able to work flexibly and respond to unplanned situations.</li> <li>Able to appropriately deal with confidential information.</li> <li>Efficient and meticulous in organisation.</li> <li>Desire to enhance and develop skills and knowledge through CPD.</li> <li>Commitment to the highest standards of child protection and safeguarding.</li> <li>Recognition of the importance of personal responsibility for health and safety.</li> <li>Commitment to the Trust's ethos, aims and its whole community.</li> </ul>		Application form Letter of application References Interviews