

Job Description



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Administrative Assistant

Reports To: Headteacher/Hub BusinessManager

To provide efficient administrative support, to ensure compliance with relevant bodies and the school administrative reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main Duties:

1. To ensure the provision of a comprehensive administrative and secretarial service.
2. To act as a link between the administrative and secretarial team and the Headteacher/Senior Admin Officer or other nominated person over all issues relating to the work of the school office.
3. To liaise/advise the Headteacher/Senior Admin Officer on the work, training and development requirements of the office staff.
4. To rearrange the daily operation of the administrative systems network and liaising with Support Services as necessary.
5. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
6. **To fully comply with the Trust's safeguarding policy.**
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7. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

Key criteria	Essential
Qualifications	<ul style="list-style-type: none">• Minimum of 5 GCSE's (A*-C Grade) or equivalent office experience/vocational qualifications.
Knowledge And Skills	<ul style="list-style-type: none">• Efficient and effective administrative skills• Competence in use of IT systems• High level of spoken and written English
Experience	<ul style="list-style-type: none">• Customer care• Relevant experience of office work including databases and analysis of data.• Working to deadlines
Personal Attributes	<ul style="list-style-type: none">• Well organised• Able to prioritise own workload and allocation of duties to other team members.• Able to deal with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.