



## JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

<b>Job title:</b>	<b>Administrative Assistant</b>
<b>Responsible to:</b>	Office Manager/Principal
<b>Salary / Grade:</b>	H2 (£22,737 - £23,500) FTE
<b>Actual salary:</b>	£11,949 - £12,690
<b>Working hours / weeks:</b>	21.25 hours per week, term time only
<b>Core purpose of the role:</b>	To provide general administrative support to the school under the direction of senior staff. Fulfil duties reasonably directed by the Principal.

### TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

### KEY RESPONSIBILITIES

- Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Principal
- Update manual and computerised records/management information systems
- Provide reprographic support to teaching and non-teaching staff
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for visits, for example by school nurse, photographer
- Ensure pupil attendance is recorded in accordance with Trust procedures
- Arrange orderly and secure storage of supplies

- Provides Admin support at meetings (notes of meetings)
- Occasionally handle cash e.g. for school visits, dinner money
- Check incoming stock deliveries and arrange for distribution and storage

## HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

## SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

## PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
National qualification level 2 (or equivalent)	<b>E</b>
Good knowledge of ICT (Word, Excel, e-mail, data management programmes)	<b>E</b>
Excellent communication skills both spoken and written	<b>E</b>
Child Protection Training Level 1	<b>D</b>
Willingness to work as part of a team	<b>E</b>
Pro-active, 'can-do' attitude	<b>E</b>
Willingness to undertake further training	<b>E</b>
Highly organised	<b>E</b>