

Job Description

Administrative Assistant

Purpose of the Post

To assist in providing a range of administrative support for internal and external customers.
To contribute to the overall ethos/work/aims of the school.
To appreciate and support the role of other professionals.

Main Duties

- To work as part of a team to provide customer focused services
- To be the outface of the promotion of the academy by welcoming all to the school
- To prioritise work and meet conflicting deadlines
- To maintain accurate records and track progress work
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake administrative duties including:
 - Preparing routine correspondence
 - Managing meeting rooms and dealing with hospitality
 - Process requisition forms and raise purchase order
 - Prepare monies for banking
 - Ordering & monitoring stocks supplies
 - Prepare paperwork for staff return to work and input on Arbor
- To use IT applications and databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems including meal patterns and dinner money arrear
- To collate and prepare information from a variety of sources
- To communicate and prepare information from a variety of sources
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To ensure promotion and support equal opportunities and health & safety
- To undertake any other duties that are commensurate with the post

Relationships

The post holder will be required to work flexibly to deliver an efficient service

There will be regular contact with pupils, colleagues, other members of staff, line manager and internal and external customers therefore positive outward facing approach is required at all times.

Standard duties in all trust job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required

Method of working

The Wellspring Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. Staff are expected to make themselves aware of the relevant policies and procedures.

All staff are required to maintain confidentiality.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Staff must project a positive image of the Trust at all times and through all activity.

DBS Certificate

All staff are required to undertake a Disclosure and Barring Service (DBS) check. The Wellspring Academy Trust takes its duty to safeguarding the young people with which it works seriously.

PERSON SPECIFICATION

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p>Skills:</p> <ul style="list-style-type: none"> • Able to communicate effectively with a wide range of people • Able to input/retrieve information from databases • Able to process documents using google • Able to work flexible as part of a team and show initiative • Ability to prioritise work and meet conflicting deadlines • Ability to demonstrate good literacy and numeracy skills 	Application form and selection process	Constantly improve own practice/knowledge through self-evaluation and learning from others	Application form
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of general office procedures and practice • Knowledge of relevant financial regulations to carry out financial transactions 	Application form and selection process	Work constructively as part of a team understand roles and responsibilities and your own position within these	Application form and interview
<p>Other</p> <ul style="list-style-type: none"> • Operate with the highest standard of personal/professional conduct and integrity • Committed to work in lien with the Trust and academies values and vision • Willing to work flexible in accordance with policies and procedures to meet the operational need of the academy • Willing to undertake training and continuous professional development in connection with the post • Able to undertake any travel in connection with the post • Able to demonstrate sound understanding of equality and diversity in the workplace • Satisfactory DBS disclosure to work to work in an environment dealing with young people 	Application form and selection process	Work constructively as part of a team understand roles and responsibilities and your own position within these	Application form and interview

<ul style="list-style-type: none"> ● Ability to form and maintain appropriate relationships, and personal boundaries with children, young people and vulnerable adults ● A commitment to safeguard and promoting welfare for all 			
<p>Experience:</p> <ul style="list-style-type: none"> ● Experience of dealing with queries from a wide range of people ● Experience of working in partnerships to deliver work set deadlines ● Experience of delivering customer focused services ● Experience of participating in a team ● Experience of google packages 	Application form and selection process	Work constructively as part of a team understand roles and responsibilities and your own position within these	
Other conditions	Subject to enhanced DBS check		