

Role Profile			
Job Title	Administration Assistant	Job No. (Office Use)	
Grade	E	Directorate	Education
Department	Schools SAIL Academy. Specialist Setting and Provision.	Reports To (Job Title)	Senior Administrator
Location	School Based	Shift Pattern	Full-Time, Term-Time Only
CRB Check Required	Enhanced DBS Check Required	Job Purpose	<ul style="list-style-type: none"> • Support the Senior Administrator and Operations Manager with the delivery of administration and support services as required within the School. • Undertake general administrative duties as well as School specific administrative duties. • The administrator role at SAIL Academy will also require administrative oversight of a significant annual review case load. • The key specific accountabilities listed below (attendance, finance, annual reviews) will be delegated to individual administrators but all should be able to fulfil all roles required across the whole administrative function.

Decision Making	<ul style="list-style-type: none"> • The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance.
Accountabilities	<ul style="list-style-type: none"> • Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors, as required to provide support and cover. • To operate computerised systems using standard software applications such as Microsoft Word, Excel and Outlook. • To respond to telephone, written and personal enquiries from staff, parents, the public, suppliers and other professional bodies, taking further action as required. • Maintain a clean, tidy and orderly admin office • Admissions- Liaising with parents and schools to arrange meetings for pupil's school transitions visits, sending admissions letters • Alternative provision- Phone providers to book, complete administration forms to confirm bookings, update spreadsheet with costs, funding, top up schedules, banding updates and liaising with local authorities to chase banding and funding • Annual reviews/ EHCP's, save the dates, updating meeting paperwork, sending meeting paperwork to SEND Leads, local authority and parents, checking annual review timetables and updating targets on MIS systems following annual reviews and quality assuring paperwork • Processing and distributing incoming post and sending outgoing post • Maintenance of manual and computerised records/management systems. • Maintain general email accounts (info@ and admin@), responding to queries/ directing queries as required • Attendance including regular meetings with the EWO. • Assist in the upkeep of contact records, including student, staff and trustee contact information • Ordering stationery • Work closely with the Operations Manager to ensure the school administration function is working efficiently, providing regular updates and feedback on any issues or disruptions. • Dealing with day to day problems using school and Trust support to assist, raising any concerns to the Operations Manager • First aid duties across the school. • Provide support to wider members of the administration team such as Exams Officer & Admissions & Attendance Officer during peak periods or periods of absence • Support in dispensation of medication to pupils

- Assist with arrangements for visits by the school nurse, photographer etc.
- Participate as required in a rota for break/ lunch supervision duties
- Help to maintain general order in the school e.g. clearing, lost property and tidying notice boards
- Assist with the management of building and locker keys
- Assist with organising meeting rooms, organising refreshments, assisting with the preparation and circulation of meeting papers
- Attending and writing minutes for meetings as directed by SLT
- To ensure the Headteacher has PA support at all times
- To assist with the collection of data from pupils or parents as necessary for the accurate maintenance of the database and for the provision of student data reports for school purposes.
- To assist and provide administrative support for school events including parents' evenings, open evenings, presentation evenings and attendance to these
- To assist with the admissions of pupils
- Process credit card reconciliation
- Process online payments for classes
- Process DBS checks
- Issue ID passes for staff, students and contractors
- Create student timetables
- Housekeeping
- Organisation and facilitation of all paperwork and communications for Annual Reviews for every student across the academic year, including assisting the SENCO with the annual reviews timetable
- Assist with the consultations and admissions paperwork for all pupils, including attendance at meetings
- Deal professionally with enquiries from suppliers, students, parents and staff and assist with general financial administration.
- Maintain and update occasional visitors spreadsheet ensuring all visitors have an up to date DBS
- Comply with and assist with the planning and development of support services and school procedures and policies relating to child protection, safeguarding, health and safety, confidentiality and data protection
- Undertake administration of complex procedures
- Assist with school newsletter
- Assist with keeping the school website up to date with relevant information, term dates, INSET days, lunch menus etc
- Assist in the organisation of school trips and events
- General administrative support for the administration team and teachers, as required
- Undertake other duties as directed and commensurate with the grading of the role

Demands	<ul style="list-style-type: none">• The post is predominately office based with limited requirements for lifting and carrying files, boxes and other general office items as well as standing and walking within the school environment.• Concentration required for periods of up to two hours at a time with some work related pressure due to conflicting demands from telephone calls and personal callers.
Working Conditions	<ul style="list-style-type: none">• The role is mainly office based with occasional exposure to the general background noise of the school environment, especially if required to support in break / lunch duties.

<p style="text-align: center;">Experience, Knowledge and Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • NVQ Level 2 in administration or equivalent qualification or experience. • Good knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, telephones etc. • GCSE Mathematics and English – Grade C and above or equivalent • Knowledge of Autism* <p>Desirable:</p> <ul style="list-style-type: none"> • Previous Experience of working in a School environment is not essential but desirable • Valid first aid qualification <p>*Specific to employment at SAIL Academy</p>
<p style="text-align: center;">Skills and Technical Competencies</p>	<ul style="list-style-type: none"> • Using judgement when interpreting and resolving problems. • Good keyboarding skills for the production of routine correspondence and emails with occasional typing. • Use manual and computerised record/information systems such as HR systems • Have good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, pupils* and others) • Have good IT skills including proficiency in the use of Microsoft Office products <p>*See above re knowledge of Autism</p>
<p style="text-align: center;">Corporate Standards</p>	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures. • Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.