

Ormiston Maritime Academy

Post: Administration Assistant

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| Location: | Ormiston Maritime Academy based |
| Salary: | NJC Grade 2, salary range from point 3-5 pro rata |
| Status: | Fixed Term for 12 months |
| Contract: | Academy |
| Hours: | 35 hours per week – Term time plus 5 inset days (39 weeks) |
| Responsible to: | Principal's PA |

Responsible for

- Overall purpose of the post is to provide clerical & administrative support to the Academy.
- The post holder will be responsible for administrative duties, including tasks associated with attendance, and receptionist duties – promoting and supporting effective communication with school and parents whilst providing effective day-to-day organisation within the Academy.
- To be part of a team providing administrative and clerical support meeting the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

Main duties and responsibilities

Administration

- Deal with general enquiries either by telephone or face to face, reception duties and sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail and assist with monitoring the academy's email address.
- Provide administrative support across a wide range of Academy areas and functions, including word processing and IT based tasks including knowledge of various ICT packages and the operation of office equipment.
- Process forms and returns including those to outside agencies.
- May organise meetings and take notes at meetings.

- Assist with producing marketing and promotional material for the school.
- May assist with the administration of trips, visits, events school lettings and other uses of the Academy.
- May assist with website administration.

Resources

- May handle cash or cash equivalents such as dinner monies, school visits.
- May monitor and manage stocks and supplies, and distributing as required.

Team Involvement

- May demonstrate own duties to colleagues.

Systems, Policies and Procedures

- Contribute to the planning and development of administrative procedures and systems.
- Knowledge of and adherence to school administrative systems, policies and procedures.

Building Professional Relationships

- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Exchanges information with Line Manager, Principal and other staff.

Record Keeping and Information Management

- Maintain and update accurate and detailed records and systems.
- Filing and archiving.

Problem Solving and Decision-Making

- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.

Knowledge, Skills and Experience

- Knowledge for implementing a range of administrative procedures, including IT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.
- IT and keyboard skills

Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.

- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

Safeguarding

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- An enhanced disclosure and barring check will be a requirement of the post.

Person Specification

| Attributes tested by Application, Interview, Task and References | |
|---|-------------------------------------|
| Qualifications & Experience | Essential E/ Desirable D |
| Experience of working within a school environment | D |
| Experience of managing own workload to meet conflicting demands and deadlines | E |
| Experience of using a range of applications within Office 365 including Word, Excel & Outlook. | E |
| Experience of using and maintaining appropriate processes/systems within an office environment | D |
| Ability to work effectively to and with a range of stakeholders | E |
| Knowledge of legislation relevant to the post | D |
| Excellent standard of spoken and written English including accuracy and presentation | E |
| Good interpersonal skills and confident communicator | E |
| Minimum GCSE Maths & English Grades A*-C or equivalent. | E |
| Skills and Abilities | Essential E/ Desirable D |
| Ability to work with systems to ensure the robust performance and actions to secure improvements. | E |
| Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level. | E |
| Ability to complete work to the required standards and to agreed deadlines. | E |
| Ability to develop and maintain effective working relationships with a wide range of people. | E |
| Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently. | E |
| Demonstrates a flexible approach to work to enable effective delivery of service. | E |

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| Attributes tested by Application, Interview, Task and References | Essential E/ Desirable D |
| Qualifications & Experience | Essential E/ Desirable D |
| Other Attributes | Essential E/ Desirable D |
| Proactive, flexible and adaptable. | E |
| Punctual and conscientious. | E |
| Discretion, tact and confidentiality always. | E |
| Good time management and the ability to prioritise workload. | E |
| Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results. | E |
| Able to successfully work within a team. | E |
| Calm in a crisis to bring about resolution. | E |
| Ability to adapt to changes in the workplace. | E |
| Understanding and commitment to the safeguarding of children. | E |
| Commitment to the school ethos and aims. | E |
| Commitment to equal opportunities. | E |
| Accurate and fluent spoken English. | E |
| A commitment to safeguarding and promoting welfare for all. | E |
| Exemplary levels of integrity. | E |