



ADMINISTRATIVE ASSISTANT

GRADE: 5 (Points 4-5)

ACTUAL SALARY: £20,986 - £21,798

**Contract: Permanent, Term Time Only, 37 hours
8am – 4pm (3.30pm Fridays)**

Location: New Chesterfield area

**Start Date: ASAP – based at the site in Hasland for
initial training**

CANDIDATE INFORMATION PACK





The advertisement

Job Title: Administrative Assistant

Location: Esteem North Academy (new site in the Chesterfield/surrounding area)

Grade/Scale: Grade 5 (Points 4-5) Actual Salary £20,986-£21,798

Start date: ASAP – based at our Hasland site for initial training, until the new site is confirmed

Contract: 37 hours per week, Term Time Only, permanent

Esteem North Academy provides programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are eager to appoint an Administrative Assistant to provide effective and efficient reception and administrative support to the Headteacher and School Business Manager.

This role will be responsible for providing comprehensive administrative support, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.

You will have excellent organisation and communication skills with experience in using IT software including Microsoft packages. The successful candidate will be formally accountable to the School Business Manager for the school and Headteacher.

Benefits include: LGPS Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact support@esteemnorthacademy.co.uk or visit our website <https://www.esteemnorthacademy.co.uk/vacancies/>

Please use the relevant application form on the MAT website

Closing date for applications: Friday 31st January 2025

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Job description and person specification

Job Description: Administrative Assistant Esteem Multi-Academy Trust

Post Title:	Administrative Assistant
Location:	Esteem North Academy – New site in the Chesterfield/surrounding area
Purpose:	To provide effective and efficient reception and administrative support to the Headteacher and School Business Manager, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.
Reporting to:	Line managed by the Senior Business Officers, you will be formally accountable to the School Business Manager for the school and Headteacher.
Responsible for:	N/a
Liaising with:	Headteacher/SLT/School Business Manager
Working Time:	37 hours a week/39 weeks per year
Salary/Grade:	Grade 5 Points 4-5 £20,986 - £21,798
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<ul style="list-style-type: none"> • Check the daily attendance registers using Arbor (management information system), accurately recording any absence and reason for such absences. • Contact the parent/carer of any absent children to establish the reason for the absence. • Report any absence concerns to SLT. • Support SLT in the management of any persistent absences and lateness, including sending out letters to parents and carers under the direction of SLT. • Maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry and scanning. • Arrange transport with DCC's Specialised Transport department for pupils attending the academy and liaise with Specialised Transport and taxi providers. • Answer the academy telephone and respond to caller queries, including taking messages and transferring calls to the relevant staff member if needed. Log calls on the telephone logs • Contact parents and other stakeholders by letter, email, text and telephone as required. • Welcome visitors to the academy and ensure they sign in accurately, following all safeguarding procedures at all times. • To monitor and replenish stock levels. • Receive and sign for deliveries, check against orders and store/distribute as appropriate. • Receive and distribute correspondence, reply slips, emails, messages and internal mail and post outgoing mail. • Support in arranging site and equipment repair and maintenance with external contractors as requested by the Business Manager, including raising orders, obtaining relevant authorisation and ensuring work is completed and carried out within acceptable timeframes. • General office tasks such as filing, photocopying, scanning, shredding and office organisation including basic maintenance of photocopiers and printers and contacting of maintenance engineers.

- Assist with organising, booking and administration of academy trips.
- Provide general clerical support to staff at the academy.
- Collate and provide meal numbers to the catering contractor.
- Support the communication process to ensure smooth running of the academy site including face to face, email and minute taking with both internal colleagues and external agencies.
- To compile statistics and information for use in management information reports.
- Inputting of new pupils onto the management information system, ensuring accurate records are maintained
- Updating regularly, the pupil funding spreadsheet
- Entering and updating the agency spreadsheet, ensuring checks on DBS and ID are made and logged on the Single Central Register

Finance Duties:

- Assist with monitoring, maintenance and requisition of resources and equipment.
- To process purchase orders, good receipting, invoices, credit card statements and general finance processes.
- Managing the accounts email inbox, monitoring and processing invoices and queries
- Goods receipt orders on the computerised system.
- Managing the site petty cash, processing cash purchases and reconciling the cash in hand
- Managing site credit card reconciliations
- Assist with inventory audit.
- Reconcile number of paid dinners taken with the on-line payment system and follow up on any outstanding dinner money with parents/carers.
- Enable online dinner money and trip payments and extract reports as required via Parent Pay
- Uploading new pupils/staff to the Parent Pay system, logging meals taken and setting up new accounts as required
- Generate letters and texts to parents for unpaid dinner money and other payments, escalating to the Academy Business Manager where necessary.

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Person Specification: Administrative Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • GCSE Maths and English (or equivalent – this could include basic functional skills) • Working in an office environment • Experience in using IT software including Microsoft packages
Desirable 1	<ul style="list-style-type: none"> • IT qualification eg ECDL • Word processing qualification eg OCR Stage II. • NVQ Level II in Administration or equivalent • Working in a school environment including communicating effectively with pupils, parents and carers. • Used to dealing with members of the public • Working with financial information.
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Organisational skills including prioritisation • Communication skills both written & oral • Listening skills • Ability to interpret information/data • Literacy & Numeracy skills • Accuracy & attention to detail • Ability to undertake all routine office practices • Ability to comply & work with procedures & policies • Good IT skills including word processing & spreadsheets • To work effectively across teams and functions • To follow instructions & complete work unsupervised • To exercise & promote customer care
Desirable	<ul style="list-style-type: none"> • Analytical skills • Knowledge of Financial regulations & payment systems • Knowledge of GDPR • Knowledge of policies & procedures • Knowledge of Arbor – MIS system