



Job title:	Administrative Assistant
Hours:	tbc
Contract:	Permanent
Grade:	NJC 4 to 6
Reports to:	Office Manager

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.

Job context

The Administrative Assistant provides effective and efficient administrative support to the school office, ensuring the smooth day to day running of the school. The role will report to the Office Manager and will interact with many different stakeholders including staff, pupils, parents and visitors.

Decision Making

The job involves working from instructions and in accordance with the Office processes and procedures. Scope for making minor decisions involving the use of initiative. Problems are referred to a supervisor/manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Core responsibilities

- To provide a high level of customer services to any stakeholders accessing the school site and admin functions – these could be but are not exhausted to pupils, staff, parents, governors and visitors to the school.



- Undertake reception duties; act as first point of contact for visitors and callers in response to telephone and face-to-face enquiries
- Monitor the admin@ email inbox and forward emails to colleagues as required
- Provide general administration duties as required
- Ensure that all visitors sign in and where appropriate copies of DBS certificates are obtained
- Open, sort and distribute incoming mail and post outgoing mail
- Ensure the school website content is updated as required
- Act as main point of contact for the school's social media activity
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties as may be required during the academic year

Demands of the role

- There will be limited requirements to stand, walk, and lift and carry items
- The work must be completed methodically and to deadlines
- This post is mainly desk-based, with occasional travel to schools

Professional Conduct

The post holder is expected to act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures. They are expected to work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.

Person specification

Experience, Knowledge and Qualifications:

- Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English
- Knowledge to undertake a range of tasks involving the application of data rules and procedures and operation of IT including spreadsheets and school software
- Awareness of the Data Protection Act 1998 and GDPR for the security, accuracy and relevance of personal data, to ensure that all administrative and financial processes comply with this

Skills and competencies:

The below are all essential for this role.

- Interpret information or situations, in order to solve straightforward problems related to purchase orders and purchase invoices.
- Good communication skills, both written and oral
- Able to work well within a team
- Have some level of general IT skills (word, outlook, excel)
- Able to work accurately and with attention to detail
- Able to treat information in confidence
- Demonstrate a commitment to customer care



Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. 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.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.