

Job Description

Post title: Administration Assistant

Actual Salary: £5,700 **Grade:** 3

Reports to: Academy Operations Manager

Working hours: 14.5 hours per week, term time only

Purpose of the role:

To support the academy in the following key areas:

- To support and undertake administration tasks within the academy reception team
- Provide administrative support to the examinations manager within the academy
- General Administration support for all business teams under direction from the Academy Operations Manager

Main duties and responsibilities:

- Undertake document and report preparation, storage, format, retrieval and amendment using IT skills and a range of systems to support information processing and communication
- Effectively maintain electronic and manual records including student data
- Responsible for entering accident forms on to system, producing reports as required
- Support the Admissions Officer with administration of all admissions processes
- Supporting the examinations manager in preparing examination-related documentation following internal processes
- Responsible for the update of fire registers for staff and students within the academy
- Maintain first aid trip boxes held in reception
- Responsible for liaison with school transport
- Maintenance and preparation of all booking sheets including minibus, meeting rooms, deliveries
- General administration and record keeping of main reception documentation
- Any other agreed duties appropriate to and commensurate with the post

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The academy will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The academy is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Knowledge and experience			
Good practical skills	✓		App Form Interview References
Willingness to learn new skills	✓		
IT skills, including, word processing, excel and data entry	✓		
Have some experience and knowledge of the education system		✓	
Skills and ability			
Outstanding organisational skills with the ability to act in a flexible and co-operative manner	✓		App Form Interview References
Strong communication and interpersonal skills	✓		
Ability to work efficiently as part of a team	✓		
Ability to work independently with minimum supervision	✓		
Ability to meet all task deadlines	✓		
Personal characteristics			
Ability to respond to stressful situations in a calm effective way	✓		App Form Interview References
Polite and helpful	✓		
Ability to relate to all levels of staff and students	✓		
Be flexible and adaptable and able to cope with changing circumstances	✓		
A commitment to continual professional development		✓	
Have empathy to staff and children and their varied needs		✓	
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		