



## **ADMINISTRATION ASSISTANT JOB DESCRIPTION**

**37 hrs per week – Term Time Only  
VTG7- SP18 –SP21**

**Post:**

Administration Assistant

**Responsible to:**

PA to Principal

**Key Outcomes:**

- To provide under the direction of the Headteacher and Senior Administrator routine general clerical, administrative and financial support to the school.
- To work in conjunction with other Administrative Assistants in the provision of effective and efficient administrative support services e.g. photocopying, filing, faxing, completion of standard forms and response to routine correspondence.
- To provide a point of contact for parents and visitors, ensuring information flows are effective.
- To provide a service to receive and pass on, in a timely manner, to an appropriate person, all enquiries from visitors and incoming calls using the appropriate communication skills for satisfactory resolution.
- To undertake and assist with routine administration e.g. registers/school meals/school lettings/other uses of school premises/new pupil admissions including welcome packs, waiting lists, CTF transfers etc.
- To provide administrative support to the Assistant Vice Principals and Heads of Learning in all aspects of attendance/leadership/attainment/inclusion and behaviour/student leadership/house activities/pastoral and well-being matters.
- To maintain student files and input/update as appropriate.
- To extract and produce data manually/from MIS as required.
- To sort and distribute mail.
- To check, record and unpack deliveries arranging distribution via the caretaker within the school, and to take remedial action in the case of errors.
- To assist with the organisation of the appropriate key stage events.
- To assist with the production of newsletters.
- To assist with the production of pupil reports.
- To promote and safeguard the welfare of children and young people within the school.
- To provide routine secretarial typing, word processing, general computer/data input/retrieval and analysis and administrative services as requested.

- To work with the Trust central finance team to ensure compliance and best value in all financial undertakings (in line with the EFA handbook, HRMC and HM Customs and Excise guidelines, audit recommendations etc.).
- To undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- To undertake routine financial administration e.g. collecting and recording income received for dinner, trips, wrap-around care etc.
- To undertake general financial administration; checking the budget is appropriate prior to requisitioning orders via the Resource Web application.
- To assist in operating uniform/breakfast/other wrap-around care within the school.
- To assist with pupil first aid/welfare duties, looking after sick pupils and liaising with parents/staff etc.
- To assist with arrangements of school trips, events etc.
- To attend meetings as appropriate and take accurate minutes and prepare papers as necessary.
- To maintain accurate academy/administrative records and filing systems.
- To cover for absent colleagues as requested.
- To undertake other duties that the Principal may reasonably request.
- On occasions it may be necessary for the postholder to supervise students to maintain appropriate health and safety levels.

#### **Organisation:**

- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.
- Attend and participate in relevant meetings when required.
- Participate in training and other learning activities and performance development as required.
- Operate relevant equipment/ICT packages (e.g. SIMS, school pupil tracker, Word, Excel, databases, spreadsheets and Internet)

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

## ADMINISTRATION ASSISTANT PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	SOURCE OF EVIDENCE
<b>Qualifications</b>	Educated to a high standard with a minimum GCSE grade C in English and mathematics (or equivalent qualifications). NVQ2 or equivalent qualification or experience in relevant discipline.	IT/Keyboard qualifications. A current First Aid certificate or willingness to be trained as a First Aider.	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	General clerical/administrative work	Experience of working within an educational setting.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Professional Development</b>	Commitment to continuing personal and professional development by participating in development and training opportunities.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>	Good telephone manner. Ability to communicate and relate to children and adults. Ability to minute meetings and produce comprehensive minutes. Good understanding and ability to use relevant technology e.g. PC packages and photocopier. A commitment to safeguarding and promoting the welfare of children.	Knowledge of SIMS	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>
<b>Personal Attributes</b>	Ability to work independently as well as constructively as part of a team, understanding school roles and responsibilities and your own position within these. Flexibility to cope with diverse needs of the post. Resilience to work under pressure. Positive, personable and optimistic. Problem solver with a can do approach. Self-motivated.		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Assessment</li> </ul>

***Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff***