

BRIDGE ACADEMY TRUST



The Ramsey Academy, Halstead
Colne Road Halstead Essex C09 2HR
01787 472481

ADMINISTRATION ASSISTANT

Job Title	Administration Assistant
Grade	Scale 3 Points 4 - 5
Responsible to	HR and Administration Manager
Liaison with	Headteacher, staff, students, parents, visitors, governors, external agencies.
Job Purpose	To provide administrative support to facilitate the smooth running of the school.
Duties	<ul style="list-style-type: none"> • To receive and deal with enquiries from parents, staff, students and governors both over the telephone and in person. • To answer the telephone and take and distribute messages. • To deal with student enquiries at Student Reception. • Entering and updating student data on the computer database. • To assist the Attendance Officer when required. • To undertake filing and photocopying as required. • To assist first aid as and when required. • To assist with contacting parents or relatives when students are too ill to stay in school. • To assist with selling of various school items including ties, stationery etc. • To effectively use Microsoft Office to ensure the production of documents as required. • To operate and maintain appropriate databases and spreadsheets. • To assist with co-ordinating the new Year 7 cohort with the Deputy Headteacher and Raising Standards Leaders including preparation of correspondence. • To assist the Headteacher's PA with the preparation of school documents when required. • To undertake tasks relating to the school mail. • To provide admin tasks to the Faculties within the school. • To undertake reception duties as required during breaks/absence. • Maintain staff pigeon holes. • To ensure the general tidiness of the office. • To undertake general administrative duties as required.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

	The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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ADMINISTRATION ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	English Language Grade C or above Good reading and writing skills
	Numeracy	Mathematics Grade C or above Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality

	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance