



SEAX Multi-Academy Trust

Name:

Admin Assistant

Job Description

Job Title:	Admin Assistant
Hours + daily pattern:	35 hrs per week; Exact working pattern to be negotiated
Grade:	Scale 3, Point 4
Based at:	Kingswode Hoe School
Reports to:	SLT
Liaison with:	HR, Finance & School Support Admin Team
Job Purpose:	To support the smooth running of the school by providing administrative support for pupils and staff. To work in co-operation with the HR Manager and Finance Manager.
Principal Accountabilities:	Various admin tasks to support the admin team, HR Manager and Finance Manager as well as whole school EHCP processes



www.kingswodehoe.essex.sch.uk



www.langhamoaks.co.uk



www.thriftwoodschool.com



www.grovehouseschool.co.uk



www.thehawthorns.com

Job Description:

Duties

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person

Particular duties:

EHCP

- Co-ordinate the EHCP review process for all pupils
- Work with SLT to produce an annual review calendar and issue to relevant form tutors
- Send out invitations to parents/carers and outside professionals, asking for reports as necessary
- Support teachers to keep to deadlines for producing the report
- Ensure draft report is complete and send out to invitees before the meeting
- Support staff with documentation for the meeting
- Receive any additions, omissions and corrections after the meeting and produce final report
- Liaise with SLT and then send a copy to all relevant professionals including Statutory Assessment, keeping to the required deadline
- Ensure there is a copy on the pupil's file

Finance

- To be responsible for the collection of money as required including trips, photographs, events, music tuition etc and to issue receipts either by entry onto the Arbor system or by paper-based documents
- Processing GRN, invoices and scanning documents into PS Financials. Assisting with producing POs
- To provide records to the Finance Manager for completion of banking procedures and entry onto PS Financials

Administration/School Support

- Support receptionist with absence calling, first aid and parent/carer communication. Distribution of incoming telephone messages to staff promptly and effectively.
- Record and update pupil data on school system (Arbor)
- Carry out administration of Music Lesson procedures. Compiling a lesson rota, monitoring payment collection & tuition vouchers in liaison with Essex Music Services (EMS). Liaison with HR Manager
- Carry out administration of Breakfast Club, recording and chasing payments and session attendance, recording on an Excel spreadsheet. Liaison with the HR Manager and HLTA breakfast club supervisor
- Carry out annual data checks for staff, producing reports from Arbor, distributing & collecting adjusted forms from staff. Updating Arbor accordingly in liaison with HR Manager or Finance Manager as appropriate
- General admin for pupils and staff including letters to parents, photocopying and filing when required and basic maintenance of the photocopier
- To use Arbor for communicating with & sending messages to parents and carers
- Manage whole school calendar and meeting schedule, take minutes of meetings as required
- Provide admin support for the pupil exclusion process, producing letters when requested in line with school policy
- Use Arbor to record exclusions and provide reports for senior staff when requested

General Duties

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 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.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Employee's Signature **Date**