



## Administration Assistant Job Description

<b>Reports to</b>	Business Manager
<b>Liaison with</b>	CEO, Heads of School, Business Manager, Other staff, Pupils, Parents, External agencies, Local Authority, suppliers
<b>Job Purpose</b>	To provide effective and efficient clerical and business support to the Trust
<b>Duties</b>	<ul style="list-style-type: none"><li>• To support the administrative, business and logistical function of the Trust and HEARTS House.</li></ul>
<b>Reception</b>	<ul style="list-style-type: none"><li>• To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate</li><li>• To accept and sign for deliveries as appropriate</li><li>• To provide hospitality for visitors to the building, including breakfast and lunch meetings.</li></ul>
<b>Clerical</b>	<ul style="list-style-type: none"><li>• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier</li><li>• Sending of outgoing post and sorting incoming post</li><li>• To provide general clerical support as required</li><li>• To assist with the monitoring and maintenance of stock</li><li>• To undertake routine data input, extraction and typing</li><li>• Maintain the Trust email system, setting up groups, users and resetting passwords</li></ul>
<b>Business</b>	<ul style="list-style-type: none"><li>• To support the HR function of the trust, ensuring staff are recruited according to statutory guidelines and all other HR administration is completed.</li><li>• To support the health and safety function of the trust, maintaining specialist software and supporting schools with premises issues.</li><li>• Updating the trust and schools' websites and assisting with marketing and ensuring they are a good marketing tool.</li><li>• Auditing the trust and schools' websites, ensuring they are compliant.</li><li>• Write agendas, take minutes and distribute accordingly.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To promote at all times the HEARTS values and ethos</li><li>• 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.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li></ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul> <p><i>Note: the duties above are not exhaustive and the post holder may be required to carry out additional duties which are generally in line with the context of this job description.</i></p>
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Signed \_\_\_\_\_

Date \_\_\_\_\_