

Job Description**Title of Post:** Senior Admin Assistant**Grade:** SCP 5 – 6**Hours:** 37 hours per week**Responsible to:** Office Manager**Accountable to:** Principal**Purpose of the Job:**

To be the lead member of the office staff on matters relating to pupils, including home to school transport

To provide effective and efficient reception, clerical and welfare support to the school and work effectively as part of the administration team

To liaise as required with all school staff, Learning Services staff, parents and other professionals

Main Duties and Responsibilities:**Administrative**

- Providing confidential and efficient secretarial and administrative support to the SLT and Teachers including drafting and typing general correspondence, diary keeping, booking meetings and courses, etc.
- To be responsible for all pupil related matters and maintaining a workable filing system of children's confidential files, ensuring these are kept up to date and archived in accordance with school procedure.
- To take responsibility for pupil admission and exit procedures, including being the main contact for the Statutory Assessment Service, co-ordinating basic information from parents and documentation with other schools where appropriate.
- To complete such returns as may be required by the LEA, DfES, etc, including pupil census and key stage performance data.
- To manage the school's transport operation and be the point of contact for Essex County Council transport section and individual bus contractor(s).
- To input and retrieve pupil data from the academy's management information system as required, including retrieving and collating information to ensure the delivery of a high level administrative service.
- To take responsibility for the collection of school dinner monies through Parent Pay, ensuring that any outstanding balances are paid within set deadlines, the completion of catering returns for school meals and free school meals and preparing for the banking of money/cheques.
- To collect and record monies through Parent Pay for trips, school uniform and charity events.

- To maintain and order uniform stock as required.
- To be responsible, under direction from the Vice Principal, for work placement students, including liaising with colleges, pre placement checks and co-ordination of placement timetables.
- To be responsible, under direction from the Vice Principal, for Educational Health Care Plan and Learning Plan administration, including distribution of meeting date lists to relevant outside agency representatives and staff at the beginning of each new academic year, diarising all meetings at the beginning of each new academic year and maintaining an overview tracking sheet for the admin team.
- To be responsible for Annual Reports administration, including collation, copying and distribution of reports to agreed time scales.
- Undertake the administration duties related to collating Learning Review information and pupil's ILP data.
- To provide assistance to other members of the administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the academy.
- Undertake the administrative duties related to creating the School's Calendar of Events for parents and staff.
- To ensure deliveries are efficiently dealt with and checked and stock is appropriately distributed/stored.
- To maintain a tidy and efficient work area from which information is easily accessible.

Reception

- Taking responsibility for dealing with all pupil related telephone and face to face enquiries and using initiative to respond appropriately or take messages when necessary, ensuring they are passed on to the relevant member of staff.
- To ensure school security arrangements and access control are always complied with, including the signing of the electronic visitor book and the issue of visitor's badges.
- To provide hospitality for visitors to the school.

Clerical

- To provide general clerical support as required, including, filing, photocopying and reprographic work.
- To help maintain a workable manual and computerised filing system of office records and ensure these are kept up to date.
- To undertake routine data input.
- To assist with lost property.

Welfare

- To liaise, as required, with parents regarding pupils' sickness/injury.

- To assist, as required, with visits of nurse, dentist, etc.
- To assist with the general welfare of pupils.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Senior Administrative Assistant

	Detail	Essential Requirements	Desirable Requirements
Qualifications	Qualifications required for the role	GCSE Maths & English Grade C or above	Educated to NVQ Level 2 or equivalent
		Must be willing to undergo training as required	
Knowledge/Experience	Specific knowledge/experience required for the role	Experience of administrative work in a busy office environment	Experience of working within an educational environment
		Good knowledge & experience using Word, Excel & other IT applications	Experience of using a management information system
		Experience in using a range of office equipment (eg; computer, photocopier, fax machine etc)	Basic knowledge of general school policies & procedures
		Experience of dealing with people, either in person or over the telephone	First Aid Qualification
Skills	Line Management Responsibilities	None	
	Forward & Strategic Planning	Ability to prioritise own work effectively and meet deadlines imposed	
		Demonstrate a clear commitment to develop and learn in the role	
		Ability to effectively evaluate own performance & continually improve	
	Budget (size and responsibilities)	No budget Responsibility for collection and reporting of dinner money, school uniform & trips	

	Abilities	Excellent reading & writing skills	
		Ability to compose letters & complete reports and forms	
		Ability to undertake basic calculations	
		Ability to work accurately & with attention to detail	
		Organised and efficient administrative skills	
		Ability to develop and maintain effective filing systems	
		Ability to establish rapport and respectful and trusting relationships with all staff, Governors, children and parents	
		Ability to overcome communication barriers when dealing with pupils, parents, staff & visitors	
		Ability to maintain a professional & helpful relationship with visitors to the school	
		Ability to exchange verbal information clearly & sensitively with children and adults	
		Ability to deal with people (particularly children) who can be difficult, upset or unwell	
		Ability to demonstrate sensitivity & tact when dealing with staff, parents, pupils & visitors	
		Ability to work effectively as part of a team	
		Ability to use own judgement to solve straightforward problems	
		Ability to address routine issues independently with reference to instructions or guidelines	

		Ability to work in an environment that is subject to interruption and conflicting demands	
		Ability to follow instructions effectively	
Personal Characteristics	Behaviours	Calm & able to deal with competing demands on time managing stress levels	
		Courteous & efficient telephone manner	
		Professional appearance & manner	
		Enthusiasm & confidence when dealing with people	
		Able to relate well with adults and children, especially those with a range of special educational needs	
		Conscientious, reliable, honest, flexible & self motivated	
		Willingness to participate fully in school life	
		Sense of humour	
		Commitment to Equal Opportunities	
Special Requirements		Successful candidate will be subject to an enhanced Disclosure & Barring Service Check	
		Right to work in the UK	
		Understand and implement the Trust's Safeguarding and Child Protection policies & procedures	
		Understand and comply with procedures and legislation relating to confidentiality and Data Protection	



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