

Job Description

Job Title: Admin Assistant

Location: Columbus School and College

Hours of work: 35 hours per week, 40 weeks per year

Reports to: Principal

Purpose of the Role:

To provide a professional and comprehensive reception service and administrative support to the Academy. The post holder is also required to undertake such other duties and training as may be required by or on behalf of the Academies Enterprise Trust provided that they are consistent with the nature of the post.

Responsibilities

- Provide a professional and knowledgeable reception cover, resolving queries within areas of responsibility to parents/children and members of the public both in person and via the telephone, in line with strict safeguarding procedures;
- Cover reception on both campuses as and when required;
- Helping the receptionist chase any outstanding debt with parents, whether dinners, trips, residential or clubs etc.;
- Be thorough in filing documentation, after familiarisation with filing systems;
- General phone calls home - forgotten PE kits, absent or ill children, assembly calls etc.;
- Check school email and distribute accordingly;
- Liaise with the NHS regarding national programmes such as annual school immunisations, height and weight, etc and organise accordingly;
- Sorting out of incoming and outgoing post and deliveries and distributing promptly;
- Assist in maintaining the school database and other systems (Cloud School, ParentPay, T2P);
- Respond to correspondence, e.g. acknowledgements, requests for information as required;
- Liaise with kitchen staff regarding pupils and staff meals, trips, hospitality & refreshments;
- Help the Admin Assistant (EHCPs) on a day-to-day basis;
- Be prepared to undertake professional development and training including whole academy INSET;

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/Group/Chief Executive
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.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Good numeracy/literacy skills GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy • Functional skills qualifications • Good IT skills 	<ul style="list-style-type: none"> •
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Ability to organise own workload, follow a schedule • and meet deadlines • Ability to plan own work on a daily basis • Experience in school administration environment • Experience of working in a customer-facing role • Experience of working within a reception environment • Experience of using the Internet 	<ul style="list-style-type: none"> • Experience of working with children • Experience of using Progresso (MIS system) or other MIS systems
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Abilities	<ul style="list-style-type: none"> • Ability to work independently and use initiative • Ability to stay calm under pressure • Ability to communicate effectively and relate well to both children and adults 	<ul style="list-style-type: none"> •

Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Able to work flexibly to meet needs of the academies • Willing to undertake relevant training courses including • travel if required 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	