

Administration Assistant

37 hours per week Term-time + 2 weeks during school holidays
Mon – Fri -7.00am – 3.00pm - NJC 8-12 (£21,300 – negotiable based on experience)

Job profile

Core purpose of the Administration Assistant

We are looking for an enthusiastic and well-organised administrator to organise and manage all cover arrangements within the school and to also support the school in all areas of the office, as part of a friendly and welcoming team!

General Responsibilities (all staff):

- To perform duties and attend meetings as reasonably required
- To participate in the school's performance management scheme
- To undergo in-service training where required
- To contribute to the school's pastoral system
- To observe and implement current school policies and good practice
- To carry out such particular duties as the Office Manager or Headteacher may reasonably direct from time to time

Accountabilities:

The post holder will:

- Report to the Office Manager
- Work closely with SLT, teaching and administration staff, as well as external supply agencies

Duties and Responsibilities

- Assist in the administration and organisation of the school office.
- Provide office support across all areas including attendance, reprographics, first aid, reception and admissions.
- Schedule, manage and publish cover arrangements for absent staff on a daily basis
- To receive emails/telephone calls from absent staff
- Create a cover rota at the start of the year in liaison with the Office Manager/SLT lead
- Liaise and build strong relationships with external supply agencies, to ensure the correct staff are used for cover and that all necessary personnel paperwork is present and correct
- To welcome and induct external supply staff, ensuring they are aware of our policies and procedures
- Organise and maintain all supply staff information folders and cover related electronic folders
- Manage the cover mailbox
- Manage room bookings/classroom changes and publish, ensuring correct signage is displayed for students
- Provide office support across all areas including attendance, reprographics, first aid, HR, trips and admissions.
- Prepare folders and information for trip leaders/staff
- Cover reception during break/lunch and at other busy times
- Assist in keeping student records updated and assist with the data request/processing of new admissions
- Other duties as directed by manager

Person Specification

Experience (desirable but not essential)

- Experience working in a fast paced office environment
- Experience of administration / cover, within an education environment
- Experience and high proficiency in ICT including Publisher, Word, and Excel
- Experience of using Bromcom
- GCSE English and Maths A*-C (or equivalent)

Attributes

- Ability to multitask and work independently
- Strong communication and organisation skills
- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment
- Ability to work as a team or individually as required
- Outstanding customer service and drive for excellence

Notes

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

To apply complete an application form and email to vacancies@becketkeys.org, with the title 'Administration Assistant'