

# **STEP Academy Trust**

## **Administrative Support Assistant Role Profile and Person Specification**



## Role Profile

<b>Job Title:</b>	<b>Administrative Support Assistant</b>
<b>Grade Range:</b>	<b>East Sussex Single Status Grade 4</b>
<b>Hours:</b>	<b>20 hours per week 12.00-4.00pm</b>
<b>Reports to:</b>	Office Manager
<b>Role Purpose and Role Dimensions:</b>	To provide general admin support in the school office. To act as the first point of contact with parents, agencies and all visitors to the school.
<b>Commitment to Diversity:</b>	As a member of the Academy Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

## Key Accountabilities and Result Areas

1. Undertake administrative duties in accordance with statutory and school requirements including providing telephone cover and message service, process incoming and outgoing mail.
2. Minute, produce and distribute accurate records of routine meetings e.g. team meetings, internal meetings
3. Produce correspondence and reports from written documents and other sources.
4. To be responsible for the administration of school fund monies, including weekly banking, making bookings for events and liaise with parents about outstanding monies e.g. lunch, trips, events. To organise and maintain related records.
5. Accurately input data into computerised systems, databases and spreadsheets and process, retrieve and cleanse data as necessary.
6. Liaise with staff, parents and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed.
7. Maintain all paper and electronic filing systems, including establishment of new files, maintaining and updating school information as required.
8. Undertake photocopying, scanning and fax transmissions, as requested.

9. Provide support to individual managers and teachers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings.
10. Support managers in maintaining property and facilities and their security.
11. To be the central First Aider responsible for ensuring first aid equipment is kept up to date and fully stocked
12. To deal with all confidential matters with tact and discretion.

**Reception:** Undertake reception duties in, or support reception staff to respond to and admit visiting members of the public or external visitors. This will involve a responsibility to respond to enquiries and assist visitors at the reception point in the school. This includes making decisions about allowing visitors access to the building by requesting they sign in. To be responsible for calling a member of the Senior Management Team if there are any concerns with a visitor.

#### **Data Protection**

##### **This will involve:**

- To be aware of the trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

#### **Confidentiality**

##### **This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

#### **Equalities**

##### **This will involve:**

- The trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

#### **Health and Safety**

##### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## Person Specification

**Job Title:**

**STEP Administrative Support Assistant**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Word processing skills.</li> <li>• Ability to effectively organise own workload.</li> <li>• Ability to accurately input and check computer data.</li> <li>• Ability to communicate effectively.</li> </ul>		Application Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ in Business Administration.</li> </ul>	Application Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office (in particular Outlook, Word and Excel).</li> <li>• Awareness of the services provided by ESCC and the function of the team the role supports.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the services provided by the directorate.</li> </ul>	Application Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Use of office systems.</li> </ul>		Application Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Ability to work in a team.</li> <li>• Commitment to improving personal performance and supporting that of the service.</li> </ul>		Application Interview
<b>Other</b>			