

Job Description

Administration Assistant

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with the organisation of school trips and events etc.

Administration

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Manage manual and computerised records/management information systems.
- Produce lists/information/data as required.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings where necessary.
- Sort and distribute mail.
- Undertake complex administrative procedures.
- Maintain and collate pupil reports.
- Co-ordinate, in conjunction with the Extended Schools Leader, after school clubs, including the monitoring of payment/attendance.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Undertake financial administration where necessary, under the guidance of the Finance Assistant/SBM.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Data protection

- Being aware of the Trust's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

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 employees' 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

- 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.

Safeguarding Children and Safer Recruitment

Tudor Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Person Specification

Job Title:

Administration Assistant

Essential knowledge:

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.

Essential skills and abilities:

- Good numeracy/literacy skills.
- General clerical/administrative/financial work.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.
- Ability to identify own training & development needs & cooperate with means to address these.
- To be articulate, able to communicate effectively and accurately in oral and written form; be able to work effectively under pressure

Desirable Experience:

- Use of SIMS data base system
- Experience of working in a school environment.

Special conditions:

- Appointments subject to completion of successful enhanced DBS check
- Prepared to present a smart and professional appearance;
- Willingness to undertake further training as required for example for the software used by the school finance system.