



## JOB DESCRIPTION

Job Title	Administration Assistant
Grade	G3
Responsible to	Office Manager/Senior Office Manager

### Job Purpose:

Under the instruction/guidance of senior staff: provide general administrative/financial support to the academy.

- Support the academy in all administration
- Promote a culture of adherence to policies and processes within established time frames.
- Support the academy in building a reputation for excellence
- Support senior staff to ensure consistency around staff and administration processes
- Support senior staff in identifying excellent practice
- Liaising with external agencies as appropriate
- Establishing good working relationships with all stakeholders

Any other duty as required by the line manager to ensure the effective running of the Academy, to include undertaking duties.

### Key Accountabilities:

#### 1) Administration

- Provide general clerical/admin support, eg photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. absence data
- Undertake ICT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate staff reports

#### 2) Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Provide general advice and guidance to staff.
- Undertake general financial administration e.g. processing orders.

### **3) 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 Trust.
- 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.

#### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

#### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

#### Commitment to Equality and anti-racism

STEP Academy 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.

#### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

#### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

#### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

#### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

#### Health & Safety

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.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.



**POST: Administration Assistant**

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Associate</b>
NVQ 2 or equivalent qualification or experience in relevant discipline	Essential
Knowledge of relevant polices/codes of practice and awareness of relevant legislation	Desirable
<b>Experience, Knowledge and Skills</b>	
Good numeracy, literacy skills and keyboard skills.	Essential
Effective use of specialist ICT packages	Desirable
Use of specialist equipment/resources	Essential
Ability to self-evaluate learning needs and actively seek learning opportunities.	Essential
Ability to relate well to children and adults	Essential
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding	Essential
<b>Personal attributes</b>	
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	Essential
Ability to communicate effectively	Essential
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	Essential