

<b>Post title</b>	Administration Assistant
<b>Salary and grade:</b>	£22,490 - £24,353 NJC (6-11)
<b>FTE:</b>	£25,989 - £28,142
<b>Line manager/s:</b>	Office Manager

### **Main purpose of the job:**

To provide high quality clerical and administrative support to the Office Manager and Senior Leadership Team and wider school environment.

---

### **Key duties and responsibilities**

#### **Administration Duties**

- To represent the school effectively and provide excellent customer service in relation to requests or advise for parents and carers, colleagues, outside agencies and members of the general public
- To act as front of house staff and provide a professional service to all school users
- To answer the telephone and deal with enquiries, ensuring that accurate lines of communication are in place
- To maintain office and pupil records
- To open and distribute internal and external post in a timely manner
- To monitor the schools email system, ensuring that all correspondence is dealt with and distributed to the correct personnel
- Distribute correspondence to staff and parents and carers, i.e. school e-mails, letters
- To assist with ensuring that staff notice boards are current and relevant
- To assist with arranging internal and external meetings, including the distribution and collation of documents
- To support the monitoring of pupil absences by making calls to parents to ascertain reasons for absence
- To maintain a good knowledge and understanding of current developments within School to ensure efficient information is communicated to all
- To support effective communication between school and parents and carers
- To be familiar and comply with all relevant Health and Safety, Operational, Data Protection and Financial Regulations, policies and procedures
- Maintain an up-to-date and accurate inventory of stock, and place orders wherever required

#### **Human Resources Duties**

- To support with the administration of HR related tasks, this may include recruitment, attendance
- To assist in the booking/recording of staff training and development as appropriate

## Finance Duties

- To process purchase orders using the Schools Financial Management System and ensure relevant information is recorded accurately
- To accept deliveries and distribute goods, adhering to the School's Purchase Order Procedure

## Specialist Services and Transport Duties

- To liaise with providers of services on behalf of the school, such as Corporate Transport Unit
- To assist in the co-ordination of home to school transport when required

## Safeguarding School

- To take receipt of visitors' credentials for the Single Central Register (SCR) to ensure safeguarding and compliance
- Ensure security protocols are communicated to and understood by all visitors at the school, e.g. wearing a name badge, no mobile phones, fire safety etc
- Attend any relevant training programmes, such as safeguarding

## Other Duties

- Other such reasonable duties as determined and delegated by the Headteacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications</b>	Qualification relevant to post level	•	
<b>Experience</b>	Experience of working in XXX	•	
	Experience in an educational environment.		•
<b>Thinking Ability</b>	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making	•	
	Can demonstrate sound judgement to undertake complex tasks in a systematic way	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success	•	
<b>Personal Effectiveness</b>	High ethical standards and influencing skills with the ability to engage effectively with all staff across the school	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results	•	
	Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure	•	
<b>Interpersonal Relationships</b>	Demonstrates a variety of people skills	•	
	Ability to establish positive and productive working relationships with school leaders	•	
	Effectively engage and communicate with others	•	
	Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes	•	
	Goes out of the way to establish and maintain relationships at all levels to achieve educational and business objectives.	•	
	Able to remain approachable and professional at all times.	•	
<b>General</b>	Able to work flexibly, including responding to high level service issues out of core hours	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	Applicants must undergo an Enhanced DBS check.	•	
	Demonstrate a firm commitment and apply knowledge of the principles of the Data protection act 2018/GDPR	•	

