

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Administrative Assistant</b>
<b>LOCATION/BASED:</b>	<b>Jesmond Park Academy</b>
<b>GRADE:</b>	<b>N4</b>
<b>RESPONSIBLE TO:</b>	<b>Officer Manager</b>
<b>CORE PURPOSE:</b>	To provide comprehensive secretarial and administrative support to the school

### MAIN DUTIES & KEY RESPONSIBILITIES

- 1 Create and maintain records organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and diaries, etc.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 3 Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
- 4 Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
- 5 Collate pupils reports as required.
- 6 Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.
- 7 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- 8 Liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Competent ICT skills	✓	
Accurate keyboard skills	✓	
Excellent customer care skills	✓	
Ability to prioritise and meet deadlines	✓	
Ability to organise own time and workload	✓	
Knowledge of Microsoft Office	✓	
Effective administrative skills	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Willing to develop skills by undertaking further training as required	✓	
Qualified first aider		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Knowledge of SIMS		✓
Previous experience of working in a school setting		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to handle difficult and challenging situations in a professional manner	✓	
Ability to deal with sensitive issues	✓	
Ability to be flexible within ever changing work priorities	✓	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>motivation to work with children and young people</li> <li>ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>emotional resilience in working with challenging behaviours</li> </ul> attitude to use of authority and maintaining discipline.	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

Version: [V1]

Created: [20.05.2024]

Last updated: [20.05.2024]

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***