



JOB DESCRIPTION

POST: **Administrative Assistant**

GRADE: **Grade 3 (SCP 4–6)**

Relationships

The post holder is accountable to the HR Academy Lead in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

The post holder is responsible for providing an efficient and confidential administrative service to the academy, especially to manage all areas of responsibilities in relation to the function and duties of the post of Admin Assistant as outlined in this job description.

Main duties & responsibilities

- To answer the telephone and undertake reception duties including receiving visitors, answering phone, taking messages and dealing with enquiries.
- To provide administrative/clerical support for staff as agreed e.g. typing, filing, photocopying, use of spreadsheets, excel, word, email etc.
- To be responsible for the recording and administration of exclusions.
- To be responsible for the logging of detentions and producing the daily detention lists.
- To accept and transfer pupils via Common Transfer procedure, use of SIMS.
- To ensure safe storage of pupil files and registers.
- To be responsible for the archive and filing.
- To send text messages, emails and letters to parents and carers.
- To support other members of the administration team.
- To deal with pupil enquiries and requests for information.
- Any other duties commensurate with this post as directed by the HR Academy Lead.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.

- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.