



Job Description Administrative Assistant

Employer	Castleman Academy Trust	Grade Spinal Column Point	Grade D SCP 5 - 6
-----------------	-------------------------	--------------------------------------	----------------------

Key Purpose

- Support and liaise with students and their families to ensure the smooth running of schools within the Castleman Academy Trust
- Maintain and update records and information kept relating to all aspects of school life
- Ensure communication systems are clear and information is sent and received in a timely fashion
- Provide efficient and effective general administrative support to ensure the smooth operation of the school office
- Ensure compliance with the Trusts and other statutory reporting requirements, including undertaking data entry/analysis and recording
- Assist in the administration to organise school functions such as arranging visits from other professionals and agencies
- Ensure the Health and Safety of staff and pupils, providing First Aid when required

Key Responsibilities

- Provide a general administrative and clerical service including answering the phone, filing, emailing and photocopying
- Type and re-format documents including reports and various correspondence into a professional format and within specific timescales
- Ensure that sensitive information is treated with discretion and that confidential information is treated in compliance with GDPR and relevant procedures
- Undertake data entry for example, assessments on pupil progress and attendance, admissions and entrants
- Use ICT systems and programmes to input data (including CTF files) and print off reports such as transfer data, term and annual attendance returns and other school data returns such as the termly school census, forwarding them to the appropriate member of staff for analysis and action
- Managing administration and bookings for extended school clubs and, if appropriate, the minibus; liaising with teachers regarding after school club fixtures
- Monitor and maintain the reprographics provision, calling out the service engineer, as and when required
- Organise hospitality, including room set up and booking catering and refreshments, as and when required
- Update Management Information System for attendance and complete evacuation report
- Contact parents as and when directed by the Head Teacher, SLT or PA
- Undertake receptionist duties such as welcoming and assisting visitors to the school in accordance with security procedures and taking telephone calls.
- Dealing with the receipt of deliveries and contacting the necessary recipient or site manager for collection
- The post holder may be required to assist in the organisation and administration of school services such as arranging dates for school photographs, visits by health professionals, free school meals and hot meals
- The post holder may be required to make contact with parents on a range of non-contentious issues and act as a point of first contact for parents and carers and prospective parents and carers
- The post holder will be required to provide first aid assistance, as and when required
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed
- Comply with all decisions, policies and standing orders of the school and the Trust and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

- Have a commitment to child safeguarding, to promoting the welfare of children and young people in accordance with the school and Trust's agreed procedures
- Comply with all decisions, policies and standing orders of the schools and the Castleman Academy Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

Supervision and Management of People

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits

Knowledge and Skills

- Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity
- Good level of knowledge of computer applications including Word, Excel, Powerpoint and financial management systems, or the ability to learn such systems
- A high level of accuracy is needed in data entry
- The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills
- The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality

Creativity and Innovation

- At busy times, the post holder must be able to prioritise their workload
- The post holder may be required to create, documents for word processing and data entry, to enable analysis to be undertaken by the appropriate member of staff
- Creativity is a feature of the job but exercised within the general framework of recognised procedures

Contacts and Relationships

- Daily contact with staff, pupils, parents and visitors to the school
- Some telephone contact with external agencies such as health professionals or other service providers
- Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment and initiating action to provide assistance

Decisions

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives

Resources

- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data
- The post holder may be responsible for the accurate handling and security of cash and cheques

Work Environment

- Work subject to interruptions to the programme of tasks but not involving any significant change to the programme
- Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment

Any other duties commensurate with the role of Administrative Assistant that may be required from time to time. Administrative Assistants are accountable to the Trust Board and, Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification Administrative Assistant

Education/Qualifications	Desirable	Essential
Good general education		X
Good numeracy and literacy skills		X
First Aid Qualification, or willingness to train		X

Experience and Knowledge	Desirable	Essential
Ability to delegate tasks and manage own workload to meet deadlines		X
Ability to identify and manage potential risks.		X
Ability to manage sensitive situations with confidentiality		X
Ability to and experience of critically and continuously examining how to gain optimum value from finite resources.	X	
Ability to manage, deal with and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the Academy.		X
Experience of working in an office environment	X	
Experience of a wide range of administration functions	X	
Ability to relate well to children and adults		X

Skills	Desirable	Essential
Knows when to consult, make decisions and defer to others		X
Can communicate effectively to different audiences in different ways.		X
Able to use a variety of ICT packages	X	
High level presentation skills		X
A proactive approach to change		X
Meet safeguarding requirements to work with children and young people		X
Ability to work under pressure and meet deadlines		X
Acts with integrity, fairness and in an ethical manner		X
Ability to form relationships at all levels, with all stakeholders.		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X