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## Job Description for Administration Assistant

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**Responsible to:** Operations Lead

**Based at:** Brinsworth Academy

**Paid on:** Band D

### MAIN DUTIES

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#### Administration

- Provide general clerical/admin support e.g. photocopying, filing, scanning, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupil's data.
- Provide personal – administrative support to other staff
- Undertake typing and other IT based tasks
- Maintain and collate pupil reports
- Complete and submit complex forms using internet based sites
- Liaising with teaching staff and contacting parents.

### METHODS OF WORKING

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#### Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, SIMS, outlook and PowerPoint)
- Maintain stock and supplies, cataloguing and distribution as required
- Operate uniform/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administrative e.g. processing draft orders/receiving and process of trip payments.

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and 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 school
- 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.
- Expected to undertake some first aid responsibilities.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Administration Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>General clerical/administrative/financial work.</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>NVQ2 or equivalent qualification or experience in relevant discipline.</li> <li>Appropriate knowledge of first aid or willingness to undertake first aid training.</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Effective use of ICT packages.</li> <li>Use of relevant equipment/resources.</li> <li>Good keyboard skills.</li> <li>Excellent interpersonal skills are essential.</li> <li>Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>Ability to relate well to children and adults.</li> <li>Work constructively as part of a team,</li> <li>understanding school roles and responsibilities and your own position within these.</li> <li>Ability to identify own training and development needs and cooperate with means to address these.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.</li> <li>To ensure equality of opportunity is afforded to all persons both internal and external to the Academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.</li> <li>To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.</li> <li>To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.</li> </ul>	

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<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>To be committed to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.</li> </ul>	
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