



North East
Learning Trust

WE'RE LOOKING FOR
AN **ADMIN**
ASSISTANT
TO JOIN OUR TEAM



EASINGTON
academy

Easington Academy
Stockton Road,
Easington, SR8 3AY

0191 527 0757
enquiries@easingtonacademy.co.uk
www.easingtonacademy.co.uk

Admin Assistant

Required as soon as possible

Actual Salary £14,981

Term time only plus five days

We are looking for an enthusiastic and experienced Admin Assistant to join our team of committed staff providing administrative support across the Academy. This is an exciting opportunity to join a growing Multi Academy Trust.

The successful candidate will:

- Have good literacy and numeracy skills
- Have knowledge of core administrative functions in an educational setting
- Have the ability to work as part of a team
- Have sound administrative skills, including organisational and interpersonal skills
- Have the ability to use relevant ICT applications
- Have the ability to maintain high levels of confidentiality.

We can offer:

- A vibrant learning community with highly motivated children
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued
- Opportunities for continuing professional development.

Deadline:

Wednesday 1 May 2019

All visits to the school are warmly welcomed. Please contact the school office on **0191 527 0757**.

How to apply:

Application forms should be returned to **leah.robson@nelt.co.uk** or by post to Leah Robson, Easington Academy, Stockton Road, Easington, SR8 3AY.



Job description

Responsible to

Support Services Manager

Job purpose

To provide the day to day administrative support for school teaching staff.

The key duties of this post will generally include:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support to senior leaders, including organisational support for projects involving liaison with staff, students, parents and external providers
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening. This will include attendance at these events
- To support the Support Services Manager with administrative tasks
- To ensure that school reception and incoming calls are resolved with the highest level of customer service
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To administer the online payment system and receipt of income in line with school procedures
- To work to school priorities and deadlines in line with agreed procedures, including support for the Data and Exams Manager at key exam periods
- To receive all incoming emails to the school admin account and forward them to the relevant member of staff
- To administer the booking of school facilities for hire and community courses ensuring that all NELT procedures and health and safety regulations are complied with
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To support curriculum areas in the timely preparation of materials and resources
- To support curriculum areas in the preparation of wall displays

- To monitor security and ensure visitors to the site are dealt with appropriately
- To maintain manual and computerised records
- To distribute incoming mail and organise outgoing mail
- To support the ordering and distribution of school uniform
- To support the administration of room bookings
- To maintain and record information for school trips
- Hospitality
- To provide cover for front office duties as and when required
- To be a part of the Support Services Team

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good literacy and numeracy skills• Knowledge of core administrative functions in an educational setting	<ul style="list-style-type: none">• GCSE grade C in English and Maths or equivalent
Experience	<ul style="list-style-type: none">• Experience of working in an administrative/customer services setting	<ul style="list-style-type: none">• Relevant experience in a school/ educational setting• Experience of working within financial procedures including cash handling
Skills and Competencies	<ul style="list-style-type: none">• Well-developed negotiation skills• Excellent communication skills, both written and verbal• Ability to work alone• Ability to work as part of a team• Precision and speed required when maintaining all records• Sound administrative skills, including organisation and interpersonal skills• Ability to use relevant ICT applications e.g. MS Word, Access, Excel• Ability to maintain high levels of confidentiality• Have an eye for attention to detail• Be ambitious	<ul style="list-style-type: none">• Working knowledge of SIMS• Flexible approach to work

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.