

Post Title: Administrative Assistant	Department: Support Services	Workplace: Easington Academy
Responsible to: Support Services Manager	Responsible for: n/a	Salary Band: Grade 1/2, Term-Time plus 5 days, £14,852 - £15,317 pa

Job Purpose:

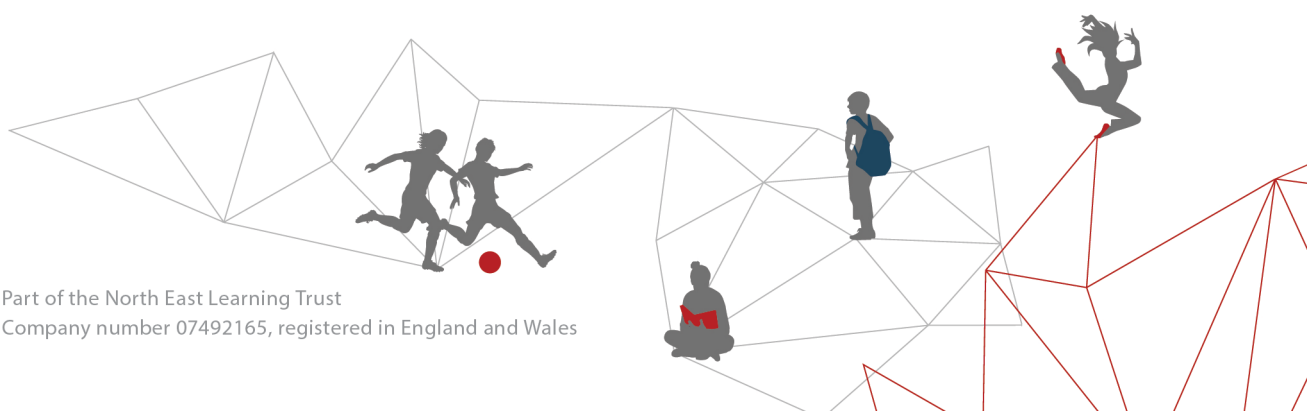
To provide the day to day administrative support across the Academy.

Resources:

Staff	None
Finance	Ordering resources and equipment
Physical	Shared responsibility for school equipment and materials
Clients	Students, staff, external bodies, parents/carers, school visitors, volunteers

Duties and responsibilities:

- To undertake administrative tasks as directed by the Support Services Manager
- To provide the highest levels of administrative support to the wider school community
- To provide the highest level of customer care and service to all who contact the Academy
- To undertake reception duties and associated tasks under the direction of the Support Services Manager
- To monitor security and ensure visitors to the site are dealt with appropriately
- To distribute incoming mail and organise outgoing mail
- To provide administrative support 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 arranging appropriate hospitality and attendance at the events
- To support the administration of room bookings and arrange hospitality when required
- 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 maintain manual and computerised records
- To ensure the collection of data from students or parents for accurate maintenance of SIMS



- 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 support curriculum areas in the timely preparation of materials and resources

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.

Signed: _____(Post holder) Date: _____

Signed: _____(Line Manager) Date: _____

PERSON SPECIFICATION

<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and Qualifications</u>	<u>Knowledge and Qualifications</u>
Good literacy and numeracy skills	
Knowledge of core administrative functions in an educational setting	GCSE grade C in English and Maths or equivalent
<u>Experience</u>	<u>Experience</u>
Experience of working in an administrative/customer services setting	Relevant experience in a school/educational setting
<u>Skills and Competencies</u>	<u>Skills and Competencies</u>
Well-developed negotiation skills	Working knowledge of SIMS
Sound communication skills, both written and verbal	
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	