



## **Administrative Assistant Job Description**

<b>Grade:</b>	N4
<b>Points:</b>	384
<b>Responsible to:</b>	Office Manager/Lead Administrator
<b>Responsible for:</b>	n/a
<b>Job Evaluation:</b>	A5237

### **Job Purpose;**

To provide comprehensive administrative support to the academy. To provide exams assistant support to the academy, supported by the Exams Officer.

**Main Duties:** The following is typical of the duties expected. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Academy Administration

1. Create and maintain records, organise and minute meetings, respond to and answer enquiries including by letter, maintain office systems and diaries etc
2. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures
3. Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action
4. Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up layout of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results
5. Collate pupil reports as required
6. Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.
7. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with financial regulations
8. Liaise with staff, pupils and parents as appropriate to meet the requirements of the academy including the provision of reception service, arranging events, work experience and administering cover for absent staff.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
10. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.

### Exams Assistant

1. Under the guidance of the Trust Exams Officer, manage the administration of both public and internal examinations systems and to supervise the conduct of examinations in accordance with the regulations issued by the Joint Council for Qualifications (JCQ)
2. Access and maintain exam board information on line.
3. During the exam periods, ensure the set-up of exam rooms and their continued maintenance
4. To ensure the safe receipt and safe storage of examination papers and despatch of completed scripts and coursework.
5. To conduct the Centre Inspection, complying with the criteria of the examination's arrangements for general, vocational exams and assessments (with guidance and support from Trust Exams Officer).
6. Abide by rules and regulations as set by the Joint Council for Qualifications.
7. To assist with the publication of examination results to students and others as relevant and to be available on results day (during summer holiday period).
8. Assist staff with exam queries and specifications, and refer to Exams Officer where necessary.
9. Manage the stationery requirements of the examination function.
10. Assist with the preparation of the examination timetable throughout the year as necessary.

#### Support for the Trust and academies

1. Work proactively with staff, pupils, Local Advisory Committee Members and Trustees to ensure the role meets the needs of the Trust and academies and appropriate protocols are in place.
2. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
3. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the Trust Operations Manager or another appropriate person.
4. Contribute to the overall ethos/work/aims of the trust and schools.
5. Participate in training and other learning activities and performance development as required.
6. Attend and participate in relevant meetings.
7. To promote and implement the Trust's Equalities Policy in all aspects of employment and service delivery
8. To undertake other duties and responsibilities as required commensurate with the grade of the post.



## PERSON SPECIFICATION

	Essential or Desirable	Assess by
<b>Qualifications and Training</b>		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post e.g. exams training	E	Application form
RSA Stage 2/equivalent typing/word processing	D	
<b>Relevant Experience</b>		
Previous clerical/administrative work	E	Application form Interview/task References
Use of ICT	E	
Use of Microsoft Word/Excel	D	
Maintaining filing systems	D	
Work in a school/academy or LA	D	
<b>Knowledge and Skills</b>		
Good keyboarding skills	E	Interview/task Application form
Good literacy and numeracy skills	E	
Good organisational skills	E	
Ability to maintain confidentiality	E	
Knowledge of administrative systems including school management information systems	D	
<b>Personal Attributes</b>		
Excellent interpersonal skills	E	Interview References
Ability to relate well to children and adults	E	
Ability to meet deadlines	E	
Ability to work as part of a team	E	
Flexible and adaptable	D	
<b>Physical Attributes</b>		
As assessed and advised by Health and Wellbeing	E	Medical Questionnaire Medical examination if required
<b>Additional Factors</b>		
A requirement to work occasional additional hours during term-time to meet the needs of the academy	D	Interview
<b>Equal Opportunities</b>		
Candidates should indicate an acceptance of, and a commitment to, the principles of the Trusts Equalities policies and practices as they relate to employment issues and to the delivery of services	E	
<b>Safeguarding</b>		
Commitment to the protection and safeguarding of children and young people	E	