

# Job Description



<b>Post title</b>	Admin Assistant
<b>Grade</b>	Grade 3 £23,114 - £23,893 (pro-rata)
<b>School Name</b>	Belmont Community School
<b>Reporting to</b>	Assistant School Business Manager
<b>Location</b>	Belmont Community School
<b>Disclosure and Barring Service (DBS)</b>	This post is <b>subject to an Enhanced Disclosure</b> . This post is exempt from the Rehabilitation of Offenders Act 1974. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

## Description of role

As an Administration Apprentice you will work alongside the Assistant School Business Manager to support the admin function within the school and be the first point of contact for students, parents and visitors at the school. The successful candidate will be expected to work in the school office.

## Duties and Responsibilities

- To provide professional and efficient administrative support to facilitate the smooth day to day running of the school office
- To place orders and pay invoices on behalf of the school
- To undertake reprographic duties
- To take delivery of orders and receipt good appropriately
- To assist with reception duties
- To use and maintain the schools management information system
- Show a willingness to undertake additional appropriate training.

## Schools Responsibilities

There is an expectation that all adults who work at Belmont Community School will:

- Create opportunities to support the school vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.
- Support the school uniform policy for students and echo this through professional and business-like mode of dress.
- Contribute to the school enrichment programme.

## Values and behaviours

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the service in education we provide.

**Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role and to be creative, innovative and empowered. Understand the operational impact of transformational change within the school.

**Communication**

To communicate effectively with our pupils, senior leadership team, peers, and partners and to work collaboratively to provide the best possible education. Communication between colleagues, services and partner organisations is imperative in providing the best possible education.

**Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the schools Health and Safety policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the schools policies and procedures in relation to data protection and security of information.

**Climate Change**

To contribute to our school's responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the school's appraisal processes to ensure continuous learning and improvement and to increase schools' performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.