

Job Description

Post: Administration Assistant Level 2

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Ensure that all work activity is logged and prioritised in order that agreed service standards are met and do not breach.
- Provide effective administration support to the academy including but not limited to: completing standard forms; responding to routine correspondence; word processing; sorting and distributing internal / external mail and emails; maintaining manual and computerised records / management information systems; and reprographics tasks including photocopying, binding and laminating.
- Undertake reception duties including operating the academy switchboard, providing first class customer service to all callers / visitors and validating deliveries.
- Ensure all visitors follow the correct procedures and are dealt with in a professional and welcoming manner.
- Maintain records as required, including ParentPay, Bromcom and PS Financials.
- Collate all paperwork for educational trips, liaising with key personnel.
- Collate data for and maintain student records; input complex data into computerised records / management information systems.
- Use the academy text messaging service to communicate with parents and staff, as required.
- Support teaching staff with administration tasks such as labels, mail merge, bulletins, letters etc.
- Deal with student enquiries; provide advice and guidance on routine matters.
- Provide a caring, efficient and responsive first aid service to students, staff and visitors as a named first aider; maintain first aid records.
- In primary academies, provide attendance and data systems and process support.
- Maintain effective and efficient filing systems to ensure compliance with GDPR regulations.
- Operate relevant ICT packages / information systems, e.g. MS Office, including Word, Excel and Outlook.
- Support the organisation of events such as parents' evenings and recruitment days by offering a friendly and professional admin support / front of house service.
- Work flexibly by supporting other members of the team with tasks to ensure that the team can deliver an excellent service.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the academy administration manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.