

Job Description

Administrative Assistant

Salary / grade range	Grade 3 SCP 7-11 (FTE £20,092 - £21,748) Term Time + 10
Location	Co-op Academy Belle Vue
Reports to	Office Manager

Purpose of role:

To undertake any duties and responsibilities which support the effective and efficient running of the Administrative Team.

Key accountabilities (and specific duties / responsibilities):

General Administrative Responsibilities

- To use IT applications and databases effectively to deliver administrative tasks.
- Assist with the production and distribution of students' assessment data sheets including via the parental communication app.
- Responsible for maintaining PS Connect and liaising with parents/carers to ensure personal data is up to date.
- To input, collate and retrieve data, from a variety of sources, using computerised systems.
- To work with others to help improve work organisation and effectiveness.
- Answering telephone calls and/or transferring them to other members of staff, and/or taking messages, as appropriate.
- Assist with visitor reception, including identity and safeguarding checks.
- Distribute post internally.
- Booking pupil transport, as required.
- Undertake photocopying/printing jobs required by other staff.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

Management (implementation) including Performance Management

- Be accountable for your own performance management, setting challenging objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge.

Monitoring

- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems.

Strategic Direction and Development of Co-op Academy Belle Vue

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost effective use of resources
- Work within the academy's Quality Assurance framework.

Other

- Co-op Academy Belle Vue expects all colleagues to uphold the duty to safeguard and promote the welfare of learners.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Person Specification Administrative Assistant

Personal attributes required (based on job description):

<p>Attributes</p>	<p>All attributes are essential, unless indicated below as 'desirable'</p>	<p>How measured, e.g. application form (A), interview (I)</p>
<p>Qualifications</p> <ul style="list-style-type: none"> GCSE in English and Mathematics at C, grade 4 or above 		<p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> Proficient ICT skills and use of ICT software packages to support learning and complete administrative tasks as required Relevant experience in an academy setting Experience of dealing and communicating with the public directly and through written/online channels Understanding and experience of safeguarding standards and practices 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>A, I</p> <p>A, I A, I</p> <p>A, I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> Ability to interact positively and productively with students, parents/carers, visitors and staff To have a good working knowledge of SIMS To be able to use initiative and have problem solving skills To be able to monitor and evaluate procedures effectively 	<p>Desirable</p>	<p>A, I</p> <p>A, I A, I</p> <p>A, I</p>

<ul style="list-style-type: none"> ● Organise and develop effective systems ● Take initiative and work independently ● Work under pressure to high levels of accuracy <ul style="list-style-type: none"> ● Prioritise and plan to ensure completion of tasks 		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Willingness to keep up-to-date with role specific practice ● Is committed, resilient, robust and resourceful ● A record of reliability and integrity ● Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional ● Willingness to participate in further training and CPD ● To be able to understand and be committed to equal opportunities for all members of the academy community 		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op. Co-op Academy Belle Vue expects all employees to uphold the duty to safeguard and promote the welfare of learners