Saltley Academy - Job Description

Post Holder:
Job Title: Administration Assistant
Grade: GR2

Job Description effective from: September 2020

1.0 Job Purpose

1.1 To provide high quality administrative support to the Academy.

2.0 Duties and Responsibilities

2.1 To support the Senior Office Manager in the day to day administration of the school office.

2.2 To be responsible for the production of routine and complex word processing; to include letters, minute taking, student reports, achievement certificates, parents’ evening appointments/letters and reprographic duties.

2.3 Dealing with confidential work such as preparation of confidential reports, letters and references on pupils.

2.4 To cover school reception as directed by the Senior Office Manager; to include monitoring the inVentry sign in system, receiving visitors, enquiries and deliveries of goods and services.

2.5 Dealing with students, parents, staff, contractors, external agencies and other visitors to school.

2.6 To be responsible for the papercut system, generating monthly reports and liaising with the Senior Office Manager.

2.7 To be responsible for updating the School’s Twitter account.

2.8 To be responsible for assigning students to the ParentPay system and assisting with parent enquiries.

2.9 Allocating students to the relevant lists on Parent Pay for trips.

2.10 Assisting with School ID badges and updating spreadsheet accordingly.

2.11 Assisting with the ordering system and keep check of deliveries into school – liaising with staff members of PO numbers.

2.12 To undertake other administrative work as required, including telephone and postal duties.

2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

scl/Administrative Assistant – Grade 2
2.14 To ensure all tasks are carried out with due regard to Health and Safety.

2.15 To undertake appropriate professional development including adhering to the principle of performance management.

2.16 To adhere to the ethos of the school

   2.16.1 To promote the agreed vision and aims of the school
   2.16.2 To set an example of personal integrity and professionalism
   2.16.3 Attendance at appropriate staff meetings and parents evenings

2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school, as requested by your Line Manager, HR Manager, Head of Academy, SLT or the Chief Executive Officer.

3.0 Line Management

   3.1 Responsible to the Senior Office Manager.

   3.2 Level of supervision received – regularly supervised with work checked by Senior Office Manager/HR Manager.

4.0 Special Conditions

   4.1 From time to time the post holder may be asked, by negotiation, to work outside the contracted hours.

5.0 Amendment

   5.1 This job description may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed once agreement can be reached.

6.0 Complaints

   6.1 If following review amendment cannot be reached, the appropriate procedures should be used for the settling of disputes.

   Job Description issued by
   after consultation

   (Signature of Head of Academy)

   Copy received by

   (Signature of Employee)

   Date

Washwood Heath Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.

Successful candidates will need to undertake an enhanced DBS check.

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