

Job Title: Administrative Assistant	Grade: 5
Location: Westwoodside Church of England Academy	
Overall Purpose of Job: To provide the Academy with an effective administrative function. The post holder will be expected to undertake the duties and responsibilities of their post flexibly, and may be asked to perform other duties, which correspond reasonably to the general nature of the post and its level of responsibility.	
Main Responsibilities: <ul style="list-style-type: none">- Provide administrative support for the Academy, including:<ul style="list-style-type: none">- Writing letters, newsletters, bulletins etc- Respond to staff, pupil, parent, and general public routine enquiries- Undertake reception duties- File, update, and retrieve information both manually and electronically- Prepare and respond to routine correspondence- Assist in maintaining both the Headteacher's diary and the Academy's diary- Scanning and photocopying documents- Maintain an overview of payroll transactions, for example in monthly salary adjustments, overtime, travel claims, resignations, new starters, sickness returns, unpaid leave, to ensure timely processing to the Central Trust Team for monthly payroll deadlines.- Ensure purchase orders are completed for all relevant transactions and liaise with the Central Trust Team regarding finance transactions as required.- Ensure any debtors income is invoiced in a timely manner, chasing debtors as required.- Support the Academy with cashless transactions and address any issues or queries relating to the cashless payment system. <p>Liaise with the catering/lunchtime team regarding failure to pay of dinner money, and alert parents accordingly.</p> <p>Be responsible for ordering and selling Academy uniforms, book bags, hats, PE bags as required.</p> <ul style="list-style-type: none">- Organise Academy trips and events, including all the relevant administration, booking of venues and transport, to ensure best value is achieved.- Maintain accurate pupil records both manually and electronically on appropriate systems.<ul style="list-style-type: none">- Implement requirements of Local Education Authority (LEA) with regard to attendance, including registers	

Job Description

- Administer the Academy's attendance procedures and produce statistics for the Department for Education and Skills, LEA, and the Central Trust Team as required.
- Ensure staff records are accurately maintained on the relevant system and that weekly timesheets, monthly returns, and insurance claims for teaching and non-teaching staff are completed and submitted in a timely manner.
- Complete the termly census returns for the DfE.
- Update SEND/EHCP records on the relevant systems.
- Be responsible for arranging supply for teachers as required.
- Maintain appropriate data base IT systems and financial IT systems.

Knowledge, Skills, and Experience:

- Practical knowledge of various data bases and financial IT systems including Arbor, Access Finance & Budgets
- Relevant administrative qualification
- Be a confident communicator (both written and oral)
- Administrative skills
- Organisation skills
- Work well under pressure, working accurately with attention to detail, and meeting deadlines
- Previous experience working in an education environment
- Interpersonal and team skills
- Experience in the use of office/IT equipment

Creativity and Innovation:

- Create/develop ways to present information to relevant audiences
- Prepare and manipulate reports for the Headteacher/Governors/Central Trust using information held within IT systems
- Prepare and distribute routine responses to correspondence
- Communicate appropriately and effectively with teachers, other school staff, pupils, parents, and members of the general public as and when required
- Greet parents and other visitors to the Academy, and respond to their needs and any queries they may have
- Use own initiative in line with recognised procedures to respond to problems of any nature as they arise

Contacts and Relationships:

- Develop and maintain appropriate relationships with parents, staff, pupils, the LEA, transport companies, and any other agencies involved with the Academy
- Develop relationships with suppliers/SLA providers to ensure value for money and to make recommendations to the Headteacher/Central Trust Team on new contracts/estimates and recommendations for work

Decision Making:

- Be the direct contact for enquiries and respond accordingly in line with relevant Academy and Trust policies or procedures.
- Respond appropriately to pupil communication of needs.
- Communicate information efficiently to teachers, non-teaching staff, other professionals, and parents as required.
- Respond accordingly to situations in which planned activities required adjustments to ensure efficient administration.

Responsibility for Resources:

- Responsible for the proper use of technology such as laptop computers, telephones, and printers.

Work Environment:**Work Demands:**

- Prioritisation of jobs and occasional dealing with emergencies by contacting parents etc.
- Work demand will vary throughout the year, but the post-holder must be prepared to work to tight deadlines at various times.

Physical Demands:

- Normal office based effort
- Expectation that the post-holder will be able to lift items such as delivered parcels, such as boxes of paper.

Working Conditions:

- Office in the Academy
- Well lit and ventilated

Work Context:

- Potential risk of injury from public on occasions such as visits to banks
- Potential risk of injury or verbal abuse from parents and pupils

Note:

- The post-holder will be expected to be flexible in undertaking the responsibilities and duties of their role.
- On occasion, the post-holder will be asked to perform other duties that reasonably correspond to the general character of the post and its level of responsibility.
- This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description:**Date copy sent to Post-holder:**