

JOB DESCRIPTION	
Job Title	Kickstart Scheme - Business Administration Assistant
Salary	National Minimum Wage
Hours of Work	25 hours per week - Fixed term contract 6 months
Responsible to	PA to the Principal / Head of Department in Central
Location	Various locations across the Trust

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

- To provide reception and clerical support services to a high standard, supporting management, other office staff, teachers and students in an efficient, professional and effective manner.
- To work within a team of multi-skilled administrators, leading on specific areas of responsibilities as directed by supervisor, e.g. reception duties.
- To provide flexibility to enable the Academies to cope with peak workloads and staff absence.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the PA to the Principal where based in an Academy / Head of Department where based in the Central function.
- Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- To undertake secretarial, administrative, word processing/typing, computing and information/data services, ensuring functions efficiently meet the needs of the Academy / Central Team. Where required to assist with other non-teaching support services.
- To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required
- To respond promptly to any telephone and other messages, and to deal with as appropriate, assisting with any routine queries

- To undertake photocopying, laminating, filing, scanning, attaching files to documents and SIMS, faxing, shredding and emailing as appropriate.
- Ordering, storing and replacing printer cartridges in printers.
- To distribute incoming post and prepare outgoing post.
- To check and distribute goods as appropriate and assist with ordering/storage of supplies.
- To assist with preparation and distribution of newsletters and any other correspondence to parents/students/staff etc..

Where based in an Academy role:

- To provide administrative support in the planning and organising of student educational trips and visits.
- To proactively support the planning, organising and hosting of special Academy events, such as parent evenings and providing general assistance with general correspondence and invitations.
- To contribute to maintaining an accurate and up to date Academy calendar.
- Assisting with the arrangement of enrichment activities and allocating sessions where appropriate.
- Assisting with the arrangements for student and staff photographs.
- To undertake reception duties in conjunction with other administrative staff.
- To assist with routine duties such as issuing bus passes, assisting with arrangements of medical and dental examinations, escorting sick pupils to hospital or home, where appropriate, assisting with preparation of forms, maintenance of records/registers, including pupil admissions/leavers and pupil absences, dealing with lost property enquiries.
- To maintain pupil data as appropriate including assessment data.
- To assist admissions data and inputting information as required
- Other administrative duties such as first aid calling, attendance monitoring, processing behaviour logs, maintaining student files and SEN administration
- Ad hoc finance such as dinner money, trip money, uniform sales, locker deposits, petty cash, chasing outstanding payments and associated administrative paperwork
- To assist Attendance Officer and Exams Officer with ad hoc tasks within the capabilities of the administrator.
- To assist with providing administrative cover to other Academies within the Trust as required and where reasonable

OTHER DUTIES

- To carry out other duties as may be reasonably assigned by the Principal / Head of Department.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications		
Educated to minimum of GCSE level grade 3 in Maths and English or equivalent	✓	
Experience		
Competent at using ICT	✓	
Professional Skills and Attributes		
Able to build good working relationships with stakeholders, working well with children and adults	✓	
Can meet deadlines by effective planning and time management	✓	
Ability to work constructively and flexibly as part of a team	✓	
Ability to work on own initiative	✓	
Good communication skills, both written and spoken	✓	
Knowledge and Understanding		
Basic knowledge of first aid		✓
An understanding of Academy roles and responsibilities		✓
An understanding of the support function in an Academy setting and the wider Inspiration Trust setting		✓
Knowledge of relevant policies/codes of practice/legislation		✓
Good understanding and ability to use relevant technology e.g. photocopier, emails etc.		✓