



## Job Profile

**Job Title:** Administrative Assistant

**Job No:** CAT0034BJS

**Reports to:** Business Manager

**Location:** Bordon Junior School, but required to work at any academy where business is conducted that is within reasonable distance of the school.

### Function of the post:

The post holder will act as the first point of contact for the school, creating a friendly and positive image by being responsive and prompt in responding to requests relating to a broad range of topics. Working within University of Chichester Academy Trust (the Trust) and School policies and procedures, the post holder will also undertake administrative duties, balancing different demands to ensure that the school is a safe, happy and welcoming environment for all.

### Principal Accountabilities:

1. Provide a comprehensive reception service to parents and visitors to the school, in line with school policy and procedure, demonstrating a consistently helpful and supportive attitude, using sensitivity and empathy;
2. Maintain and monitor a visitors' book, ensuring appropriate safeguarding practices are in place and that pupils arriving or leaving outside regular school hours are signed in or out;
3. Responsible for all incoming calls and messages, ensuring accurate and timely distribution of messages, with queries dealt with promptly;
4. In a professional and pro-active manner, supporting the Business Manager, take responsibility for a range of administrative tasks that contributes to the general office administration of the school such as responding to external enquiries, liaising with external agencies, organise meetings, assist with arrangements for school visits and events, photocopying and reprographic tasks, maintaining stationery stock, updating website information or such other administrative duties outlined to you;
5. Monitor and update registers, managing the attendance process, inputting data to the relevant database ensuring accuracy, liaising with teachers and other support services to improve attendance rates.
6. Contact parents and carers of absent pupils in line with school policy and procedures;
7. Using the school database, maintain accurate records of all admissions to the school for the annual intake of new entry children and for in-year admissions in line with school procedures, to include preparation of information packs for new parents. Ensure the administration and communication of the admissions process is undertaken efficiently and to a strict timeframe. Manage the administration required to ensure a smooth transfer of children to secondary school and children transferring in-year;
8. Complete the school pupil census as required and to an accurate standard;

9. Support communications within and beyond the school through a variety of media such as ParentMail, school website and newsletters, and ensure that the school notice board is kept up to date
10. Undertake general financial administration including cash handling, auditing supplies and the administration of the processing of orders;
11. Support the First Aid arrangements for the school, such as recording incidents and injuries in line with procedure;
12. Contribute to the continuous improvement of the reception and administrative processes of the school to improve quality and efficiency.

### **Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

### **Right to Work:**

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

### **Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

## Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	<p>Good general education to GCSE or equivalent</p> <p>Knowledge of administrative systems and processes</p>	<p>Relevant administrative qualification</p> <p>Knowledge of the Academy environment</p> <p>Knowledge of first aid and safeguarding practices</p>	<p>Application</p> <p>Documentary Evidence</p> <p>Interview</p>
<b>Skills</b>	<p>Demonstrable evidence of good communication and interpersonal skills to enable a professional service that is both sensitive and courteous, and at an appropriate level to meet the needs of a diverse internal and external customer base, both in written and verbal form/</p> <p>Good organisational and administrative skills, including effective time management and prioritisation skills, with proven high levels of accuracy and attention to detail under pressure</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Computer literate with fast and accurate keyboard skills and a proficiency in the use of IT programs to support a professional and effective service</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Working in a general administrative or reception capacity within a busy office environment</p> <p>Evidence of undertaking high volume tasks within tight time frames and with competing demands</p> <p>Managing confidential and sensitive situations effectively and appropriately</p>	<p>Cash handling</p> <p>Experience of working in a primary school setting</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Personal attributes</b>	<p>A commitment to high standards of customer service, with a helpful approach, demonstrating empathy to the needs of pupils and an ability to deal with a wide client base</p>		<p>Interview</p> <p>References</p>

	<p>A pro-active team player with a flexible approach, who brings enthusiasm and a helpful attitude to work.</p> <p>Ability to work collaboratively and use own initiative to contribute to the development of the quality of the service</p> <p>Ability to deal with situations confidentially and sensitively</p>		
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