



Triumph Trust Academy



Primarily based at Alderman's Green Primary School

Job Title: Administration Assistant – Grade 4
Term time plus 10 days

Job Purpose

To be an integral part of an efficient and effective administration office, including some personnel functions.

To ensure the provision of an efficient administration service to the school, focusing on customer service and providing a professional and welcoming environment to visitors, staff and children.

To deputise for the Office Manager when required.

Duties and Responsibilities

Under the direction, supervision and support of the Office Manager:

- Be responsible for performing a range of key office administrative functions as required, ensuring they are completed efficiently and in a timely manner.
- Be pro-active in planning and prioritising tasks, in accordance with the needs of the school.
- Communicate, collaborate and share good practice with staff in similar roles at other schools within the Trust.
- Flexibility to occasionally work at other schools within the Trust to meet demand.
- Committed to achieving high standards of work.
- Use a variety of online systems to report and manage data including, but not limited to, Arbor, Access, Collect, Datalocker, MyEmployment and Net2 swipe access system.
- Carry out SEN administration, including maintaining the diary and typing up minutes.
- Be responsible for Rising fives, In-year admissions and Nursery Admissions.
- Be responsible for After School Clubs and Parents Evening, including setting up online systems and corresponding with parents using MS forms, Arbor, email and other communication methods.
- Support parents to help resolve queries, set up meetings and enable them to access cloud-based school systems.
- Work with staff in school to develop procedures which are clear and understood, to enable better consistency and efficiency.
- Be prepared to learn and undertake all key tasks within the admin team as required, to help ensure continuity, in case of absence or other circumstances.
- Be pro-active in assisting with the implementation, development and maintenance of administrative systems and procedures.
- Ensure communication systems and procedures are performed efficiently, both paper and electronic, including incoming calls and queries and correspondence to parents.
- Work with the Office Manager to help drive the change for becoming paperless with good use of e-mail, cloud-based communications systems and other technology applications.

- Be pro-active in ensuring free school meal data is accurate and complete to ensure maximum funding is received.
- Support the Office Manager with the Census, as required.
- Flexibility to work at schools across the MAT, either on site, or remotely.
- With the support of the Operations Manager, to step in and lead the admin team, ensuring important tasks continue to be completed efficiently, in the absence of the Office Manager.
- Any other duties and responsibilities within the range and scope of the salary grade.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policy's and procedures to protect themselves and others around them. Health and safety does not stand alone, it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school Equal Opportunities Policy.

In accordance with the GDPR regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

Person Specification

AREA	ESSENTIAL	Measured by
Skills and Knowledge	Knowledge of school office procedures and practices	Job Application and Interview
	ICT equipment and network systems, including online systems	
	Patience and the ability to deal with competing demands	
	Able to deputise and lead a team of staff when required	
	Flexible attitude towards day to day tasks	
	Ability to remain calm and professional under pressure	
	Ability to work as part of a team and with minimal supervision	
ABILITIES AND EXPERIENCE	Able to maximise use of a range of ICT systems for optimum efficiency.	
	Able to implement, develop and maintain administrative procedures and systems.	
	Ability to deal calmly and sympathetically with parents, staff and children	
	Liaise and communicate effectively with a wide variety of stakeholders including parents, staff, colleagues, agencies and Senior Leaders to offer advice and support or gather information to enable planning and prioritizing of work.	
	Able to respond quickly and calmly to emergency situations or disruptions.	
	Able to plan ahead effectively, so work is completed in accordance with timescales and deadlines.	
PERSONAL QUALITIES	Commitment to promoting the ethos and core values of the Trust	
	Commitment to act professionally at all times.	
	Ability to work under pressure and prioritise effectively	
	Commitment to safeguarding and equality	
	Able to deal with difficult situations calmly and effectively	
	Able to embrace and contribute to changes in systems and procedures	
SPECIAL REQUIREMENTS	The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check	