

Information Pack

**Administrative Assistant
Grade 2 10.00 - 2.00pm**

Term time only

Required September 2021





Radford Primary Academy is a single form entry primary school with a strong community in the heart of Radford. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. The two primary schools are very closely linked.



Radford is a small one form entry Primary School with a very positive family ethos. Radford is a rapidly improving school at the heart of the community. The ambition of the trust is for Radford Primary to become an outstanding provider. We work extremely hard to ensure the children are inspired by high quality creative teaching. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with our sister school Sidney Stringer Primary Academy and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We have excellent facilities and a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.

We have a strong and effective team of teachers and Learning Support Assistants. You will be part of this team helping to ensure that the children make excellent progress.

We go above and beyond to help our children achieve well.

We pride ourselves on our pastoral care and committed to ensuring sure all children are treated as individuals.



What are we looking for?

We are seeking to appoint an Administrative Assistant to provide confidential, effective, efficient and flexible administrative support to the Admin Team.

You will be based at Radford Primary Academy School and will be very well supported.

You will be the first point of contact for all visitors to the Academy. Providing a warm welcome and ensuring that all visitors are signed in and clear about where they need to go.

We are looking for someone who is friendly, calm, assertive and able to work independently. Highly organised, enthusiastic and competent.

You will also need initiative and be able to manage your own workload.

You will need good word processing skills and the ability to input information onto a database.



Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high-quality provider and where there are many professional development opportunities on offer as the school continues to grow.



Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support

- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Administrative Assistant (Grade 2)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 2
Hours: 20hrs
10.00am – 2.00pm (Monday - Friday)
Term time only.
Reporting to: Business Manager

Job Purpose: to provide confidential, effective, efficient and flexible administrative support to the Admin Team.

General Administration

- To act as a first point of contact for general parent, pupil and visitor enquiries both in person and via the telephone, providing a proactive service which pre-empts the needs of others.
- Respond to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information.
- File documentations, after familiarisation with filing systems, in accordance with file location.
- To produce and process routine school documentation and letters to parents.
- Open, sort and distribute incoming post and ensures despatch of outgoing post.
- To receive, check and disseminate deliveries.
- To carry out general office duties, such as photocopying, laminating, binding, filing etc.
- Produce and maintain communication to parents via Newsletter, Social Media and School Website.
- Produce a range of documents from a variety of sources, using various software packages. (e.g. Excel, Publisher and Word).
- To carry out basic financial procedures regarding handling and recording cash and cheque transaction, such as collating and reconciling dinner money, trip money and other ad hoc collections.
- To maintain the pupil database (SIMS), inputting and extracting information, including medical information, and disseminating as appropriate in a timely manner.
- Offer support in providing and organise refreshments for meetings.
- Be prepared to undertake professional development and training including whole school inset.
- Carry out duties placed on staff by Health and Safety legislation.

Welfare

- To carry out minor first aid, administer authorised medicines and contact parents as necessary
- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- Process Invoices for goods and services provided, deal with enquiries.
- To chase orders, request copy invoices etc, as requested.
- Provide information and complete returns to the school management and academy as required.

- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.
- Any other tasks as directed by the Head and Business Manager which fall within the range of the post.

Conduct

- To act in a professional and confidential manner with all school information.
- To work co-operatively with others and to show commitment, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team.
- To promote the image of the school in all contact with the local and wider community.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Person Specification

ATTRIBUTES	REQUIREMENTS
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">▪ Operate switchboard/telephone system▪ Communicate confidently and effectively with staff students, parents and external bodies to give and receive information in a courteous effective manner using different mediums. i.e. telephone, in person, email or messages▪ Able to resolve queries/ filter callers and use judgement to problem solve when appropriate or refer to appropriate individual or department.▪ Use computer systems to record information and generate reports.▪ Follow and adhere to recognised procedures▪ Sort, identify and clarify and file accurately in alphabetical, numeric or subject order▪ Operate Office equipment such as photocopier, fax machine▪ Good numeracy and literacy skills.▪ Knowledge of school management information systems▪ Basic knowledge of first aid.
ABILITIES	<ul style="list-style-type: none">▪ Able to problem solve and demonstrate flexibility▪ Stay calm in the presence of irate visitors▪ Cope with interruptions and use initiative▪ Handle multiple tasks in a calm systematic manner▪ Ability to prioritise workload.▪ Understanding of the needs of children.
EXPERIENCE	<ul style="list-style-type: none">▪ Experience of clerical and administrative work.▪ Experience of working in school.▪ Experience with children.
EDUCATIONAL ACHIEVMENTS	<ul style="list-style-type: none">▪ RSA typing skills or equivalent▪ Maths and English GCSE or equivalent.

Job Description Reviewed By: Emma McCann (June 2021)

All employees of Radford Primary Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.