



Job Description

Job Title: Admin Assistant

Employment Status: Fixed Term contract January 2022 – July 2022

Working hours: Monday – Thursday 8.30am – 4.30pm – Friday 8.30am – 4.00pm

Working weeks: 39 weeks per year Term Time plus Teacher Training Days (5 Days)

Responsible to: Office Manager

Job Purpose:

To provide professional administrative support to the Office Manager / Head Teacher and, to ensure an efficient pro-active administrative support service to the school. To work as part of a busy team under the direction of the Office Manager.

Main Duties and Responsibilities

1. Receive parents and other visitors to the academy in a welcoming manner, ensuring signing-in procedures are adhered to.
2. Filter telephone calls to give and obtain information as required and, resolve queries.
3. Open the school post each day and ensure it is circulated to the correct staff.
4. Maintain and update filing and record systems, both computerised and manual such as nursery admissions, medical information and returns, e.g. sickness, accident and attendance, etc.
5. Contact/inform parents in the event of illness or accident to their child.
6. Input pupil information on the SIMS system ensuring it is accurate and up to date.
7. Raise orders using Approval Max
8. Maintain printing of registers and absence sheets and process monthly reports.
9. Prepare paperwork for all after school clubs including letters and registers



10. To facilitate all educational visits including arranging transport and using the Evolve System.
11. Undertake typing/word processing, duplicating, and collating.
12. Assist with the issue of reports to parents and clerical arrangements for curriculum matters.
13. Day to day work as detailed above, in addition print out termly assessment materials, Governor's paperwork and annual reports for parents/carers.
14. Undertake school resources such as Photocopying, Laminating and producing curriculum materials to support teaching and learning staff.
15. Any other duties and responsibilities within the range of the salary grade as directed by the head teacher and office manager

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Site Services Officer, Senior Premises Manager or Estates Manager that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate

PERSON SPECIFICATION – Admin Assistant Hearsall Community Academy		Essential	Desirable
	Qualifications A sound educational background	◀	



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Education and Qualifications			
Experience	Proven clerical experience	✓	
	Experience in a school setting desirable.		✓
	Financial administration		✓
	Numeracy skills	✓	
	To take responsibility for your own continual performance development	✓	
	Good communication skills	✓	
Skills and Knowledge	Office procedures and practices		✓
	Knowledge of SIMS Attendance, Module advantageous but not essential		✓
	Word processing packages such as Word for Windows	✓	
	Telephone skills to obtain and give information in a courteous way and resolve queries.	✓	
	Able to compile basic information for returns/simple statistics	✓	
Personal Qualities	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	



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Safeguarding and Child Protection	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Embraces the vision and devotedly helps all students achieve this