# JOB DESCRIPTION

**POST TITLE:**           Administrative Assistant x 2 Part Time

**POST RESPONSIBLE TO:**  Office Manger

**HOURS:**                Post 1 – 7:30am – 11:30am
Post 2 – 1pm – 5pm
40 weeks with a requirement to work during A Level & GCSE results
weeks in August

**CONTRACT TERM:**        1 year fixed term contract initially with the potential option of
permanent

**START DATE:**           ASAP

**JOB PURPOSE**

To provide effective and efficient administration services at the academy, with a focus on curriculum
support for teachers and parental communication.

**DUTIES AND RESPONSIBILITIES**

**Roles and responsibilities specific to this post:**

**Cover**
- Manage cover requirements and requests in consultation with the Associate Principal
- To liaise with supply agencies as required and associated procedures for DBS checks.

**Curriculum support:**
- Preparing learning resources for teachers including desk top publishing;
- Collating and preparing curriculum booklets for the option process;
- Management of whole school literacy audit;
- Organisation of parents evenings;
- Provide support to the Exams Officer for the delivery of exams;
- Support for reports and progress checks

**Show my homework**
- Preparation of parental letters and session;
- Upkeep of student records;
- Reports of uptake circulated to staff

**Communication:**
- Preparing letters for parents both for individual staff and whole school;

**Student recruitment:**
- Managing guidance interviews process;
- Providing administrative support for induction post acceptance of place;

- Liaise with Coventry Council re Y10 admissions
- Process admissions for Y10 and Y12 to the point of acceptance.
- Liaise with parents and others as required

**Administrative support for Assistant Principal**

- Provide administrative support
- Prepare resources, book appointments and manage diary
- Arrange parents evenings for Post 16 events
- Tracking of NQT Induction sessions
- QA cycle collation
- Administrative support for Departmental internal reviews
- Administer bursary process for Post 16 students

**Educational visits including work experience**

- Ensure that all educational visits are organised in the correct manner by checking that all the necessary procedures are followed
- Provide guidance and advice to visit leaders on procedures and administration support preparing documentation and records of students due to take part
- Assist leaders in the setting up of visit; booking transport, venues and other activities preparing letters, lists and itineraries as required
- Co-ordinate arrangements for school visits and residential trips, ensuring all risk assessments have been prepared
- Ensure that all visits are logged via the Evolve system and issue, then destroy paperwork in line with data protection requirements

**Roles and Responsibilities – Generic**

The following apply to all members of the Admin Team:

- Work within the Admin Team to provide a first class service to WMG Academy's students, staff and visitors;
- Model the highest professional standards to staff and students in all aspects of the role;
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision for the WMG Academy;
- Be prepared to work 'across the piece', being flexible and interested in other areas, eg, open evenings, parents' evenings, weekend induction events;
- To work at all times to the standards set out in the Code of Conduct for Staff;
- Any other duties as requested by Line Manager and commensurate with grade.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the academy;

**PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

| REQUIREMENTS<br>The post holder must be able to demonstrate: | ESSENTIAL (E) |
|---|---|
| **QUALIFICATIONS** | |
| GCSE (or equivalent) grade C or above in English and Mathematics | E |
| Educated to A'Level/Level 3 | D |
| Evidence of continuing professional development | D |
| **EXPERIENCE** | |
| Previous administration experience | E |
| Experience as working as part of a busy team | E |
| Experience of multi tasking in a busy environment | E |
| Experience of working in a school | E |
| Previous education administration experience | D |
| **KNOWLEDGE AND SKILLS** | |
| Excellent verbal communication skills | E |
| Excellent interpersonal skills | E |
| Ability to deal with difficult conversations in a calm manner using high levels of tact and diplomacy | E |
| Computer literate and familiar with applications such as MS Office | E |
| Ability to work unsupervised and take initiative | E |
| Good written communication skills | E |
| **PERSONAL ATTRIBUTES** | |
| A commitment to ensure data is stored/disposed of appropriately | E |
| Ability to establish positive relationships with students, staff and visitors | E |
| Flexibility and adaptability | E |
| Confidentiality and discretion | E |
| A commitment to safeguarding to learners within the academy | E |
| Enthusiasm, optimism and energy | E |
| Ability to organise, plan and prioritise | E |

All offers are subject to clearance of references and enhanced DBS checks

**The Role**

The successful candidate will inspire and enthuse with their passion in making effective use of information.

You will demonstrate and demand the highest standards of delivery and you will be fully committed to raising attainment to enable all learners to achieve outstanding success .

**Terms and Conditions - Operations Team**

| | |
|---|---|
| WMG Academy | The school will be open during term time from 07:30 to 18:30, Monday to Friday, requiring the Operations Team to provide effective support to the Academy during this period. |
| Working Hours | 20 hours per week |
| Hours of work | Following establishment of the Team, it may be possible for working hours to be adjusted to suit individual needs. |
| Flexibility | In addition to the above hours of work, it is expected that there will be additional work in evening/weekends, e.g. supporting events, open days, induction days and parents' evenings.  Time off in lieu (TOIL) will be given during term time in agreement with line manager and in line with the WMG Toil policy. |
| Cover | The Administrative Team will provide additional support for Reception. |