

JOB DESCRIPTION

POST TITLE:	Administrative Assistant
POST RESPONSIBLE TO:	Office Manager
HOURS:	7:30am – 3.30pm five days per week; 41 weeks with a requirement to work during A Level & GCSE results weeks in August. (Job share will be considered for the right candidate)
CONTRACT TERM:	1 year fixed term contract initially with the potential option of permanent
START DATE:	ASAP

JOB PURPOSE

To provide effective and efficient administrative services at the academy, with a focus on curriculum support for teachers, parents and students.

DUTIES AND RESPONSIBILITIES

Roles and responsibilities specific to these posts. Exact roles will be agreed with the candidate:

Cover:

- Manage cover requirements and requests in consultation with the Associate Principal;
- Maintain accurate records of staff absence;
- To liaise with internal staff regarding covering lessons;
- To liaise with supply agencies in line with budgets and associated procedures for DBS checks as required;
- To produce and prepare cover work alongside teaching staff and subject leads.

Parental Engagement:

- Preparation and distribution of parental letters using online messaging systems;
- Upkeep of student records, including parent phone numbers and email addresses;
- Organisation of parents' evenings (5 per year) alongside SLT;
- Support for parental reports and progress checks;
- Collating and preparing curriculum booklets to be distributed to parents.

Student recruitment:

- Providing administrative support for induction after acceptance of place;
- Liaise with parents and others as required.

Teaching and Learning Administrative Support:

- Provide administrative support to the Assistant Principal for Teaching and Learning;
- Maintain Quality Assurance records;
- Assist with the management of formal observations and learning walks.

Educational Visits:

- Understand the various systems for managing trips and visits and offer guidance and support to colleagues where necessary;
- Ensure that all educational visits are organised in the correct manner by checking that all the necessary procedures are followed;
- Assist leaders in the setting up of visits: 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 and documents have been prepared;
- Ensure that all visits are logged via the Evolve system or the Extended Learning Environment and issue, then destroy paperwork in line with data protection requirements.

General Curriculum Support:

- Printing and photocopying where necessary;
- Producing and disseminating weekly staff bulletins and minutes of weekly staff briefings;
- Any other tasks as directed by the Office Manager.

16-19 Bursary

- Devise and implement the Bursary process alongside the Head of Sixth Form and the Director of Finance in line with budgets and demands;
- Advertise and actively encourage applications from students;
- Process applications in line with eligibility criteria;
- Liaise with the Finance Department to ensure payments are made;
- Manage Care to Learn applications to the EFSA and SBSS.

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 flexibly in other areas, e.g, 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;
- Work within GDPR and Data Protection requirements.

PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT

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

REQUIREMENTS 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	D
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.

Terms and Conditions – Administrative Team

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.