

JOB DESCRIPTION



POST TITLE:	Administration Assistant
LINE MANAGER:	Deputy Principal
FULL/PART TIME:	Full/Part Time (TBC) Permanent, Term Time only + 2 weeks
Salary:	SFCA Support Staff points 5 - 9

PURPOSE OF THE JOB

To provide administration support to enable the smooth running of the college, predominantly supporting the Estates department with the opportunity to support across a number of key operational support functions.

DUTIES AND RESPONSIBILITIES

The duties of the post will include assistance with a range of tasks, examples of which are listed below:

- General administrative/support duties to support the Estates Manager
- Communication with students, staff and parents
- Processing of student/staff data, working in accordance with data protection legislation.
- Providing organisational support for key events during the college term.
- Attend relevant internal and external meetings and training relevant to the role.
- Provide administration support to the wider college community as required.

General Responsibilities

- Participate in professional development activities to maintain and develop relevant knowledge and skills.
- Promote equality, diversity and inclusion in all aspects of service delivery.
- Adhere to all College policies and procedures, particularly those relating to safeguarding, confidentiality, data protection and health and safety.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the College.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process

- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
Knowledge/ Qualifications	Level 2 GCSE English and Maths at Grade C/4 or above or relevant experience	
Relevant experience	- Demonstrable experience in an administrative role. - Ability to use basic IT applications such as Microsoft Office Word, Outlook, Excel and PowerPoint to include the production of professional documents	- Experience of other Office 365 apps - Experience working in an education environment
Skills/ Aptitudes	- Ability to acquire new skills quickly with evidence of transferable skills - Understanding of the need for confidentiality and discretion - Strong communication skills both verbal and written - Strong organisational skills - Keen attention to detail - Problem solving - Flexible attitude and emphasis on prioritisation of workload while multi-tasking	
Other requirements	Commitment to undergo further training and development as appropriate	Strong record of personal and professional development