

INVICTUS

Education Trust

INVICTUS EDUCATION TRUST RECRUITMENT JOB DESCRIPTION

JOB TITLE: ADMINISTRATION ASSISTANT

DEPARTMENT: ADMINISTRATION

GRADE: Apprenticeship **HOURLY RATE:** £3.90 per hour

TYPE OF CONTRACT: TERM TIME ONLY **WEEKLY HOURS:** 37

REPORTS TO: OFFICE MANAGER

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB

To work under the supervision of the Office Manager to provide Administrative support for the school.

MAIN DUTIES/ACTIVITIES

Administrative Duties

Produce basic reports from CMIS such as Tutor lists, Student timetables, Address Labels

Administration of the coach services run by the school, to include maintaining up to date records of students eligible for service, issue of appropriate passes and all relevant correspondence

All administration tasks relating to the hiring and letting of areas of the school

Administrative duties relating to the annual school activities week to include co-ordination, communication and co-operation with teaching staff, management of coach transport and communication with parents

Designated School First Aider – respond to First Aid requirements.

To undertake office tasks such as the reprographics, typing, laminating, scanning, collating, filing, clerking meetings and typing minutes etc.

Assist with school marketing and the production of newsletters, prospectus

Maintain records of students entitled to Free School Meals, ensuring that school kitchen has up to date information. Update school system with Free School Meal entitlement details.

To be relief receptionist, answer phones, emails, greet visitors, issue visitor badges, deal with students queries at student hatch etc.

Respond professional and effectively to visitors queries/complaints

Contact senior staff via the on call system as and when required

Deal with voice-mail messages and direct messages to relevant staff

Provide refreshments for visitors/guests

Manage student runners who are on reception duty ensuring they carry out their duties Effectively

Manage stock levels of paper and envelopes

SUPPORT FOR THE TRUST

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the school and ensure equal opportunity for all

Where required comply with the School's Dress Code

Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person

Assist with student needs as appropriate during the school day

Attend and participate in meetings as required

Participate in training, other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

To carry out other duties as required by the Executive Headteacher

All staff in School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES

Understanding and respect for confidentiality in relation to all issues connected with this role

To be reliable, punctual and have excellent attendance

To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused

Able to work constructively as part of a team, understanding school rules and responsibilities

To be open and honest, to follow instructions and to take responsibility and accountability for own actions

Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service

Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude

Committed to the provision and improvement of quality service provision

Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people

EXPERIENCE/QUALIFICATIONS/TRAINING

Previous experience of working in a customer service/administrative service may be beneficial

Good numeracy and literacy skills and effective written and oral skills

Good organising, planning and prioritising skills with a methodical approach to work and good attention to detail

NVQ 2 Administrative/Customer Service Qualification or other appropriate equivalent qualification or experience