

Believe Academy Trust	
POST TITLE: Administration Assistant	GRADE: 1 / 2
RESPONSIBLE TO: Office Manager	
DATE: September 2021	

Job Purpose:

Under the overall direction of the Office Manager, the post holder will work as part of the school office team to provide an efficient administration and support service.

Main Duties and Responsibilities:

The post holder is expected to maintain complete confidentiality at all times.

1. To provide a customer focused administrative service, being the first point of contact for enquiries coming into school.
2. To provide an efficient, courteous and professional welcome to all visitors into the school reception.
3. Administration of online payments and the provision of required statistical information.
4. Requisitioning and receipt of goods and checking of invoices as required.
5. Administration of pupil admission procedures.
6. Processing School Fund income as necessary.
7. Data input on a variety of school systems.
8. Assisting with arrangements for medical inspections.
9. Provide support to the Office Manager as required.
10. Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Other Information:

The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post holder will be working in regulated activity and will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION

Requirements	E= Essential D=Desirable	Tested by
A minimum of 4 GCSE passes at Grade C or above including Maths and English or equivalent.	E	Application Form
Experience of working in an administration or school office role	E	Application Form/Interview
Ability to remain calm and professional when dealing with challenging situations	E	Application Form/Interview
Ability to communicate effectively with a range of stakeholders	E	Application Form/Interview/Test
Able to work on own initiative and prioritise workload with minimum supervision	E	Application Form/Interview
Demonstrate flexibility to adapt to changing situations or challenges	E	Application form / Interview
Able to produce work to a high standard of accuracy	E	Application Form/Interview/Test
Comfortable with using different IT applications and using technology to improve delivery of services	E	Interview
Knowledge of SIMS and finance applications	D	Application Form/Interview
Able to work as part of a team and contribute to wider school goals as well as personal objectives	E	Interview
Own transport and willingness to travel between schools within the local areas	D	Interview

The ability to converse at ease with members of the public and provide advice/information in accurate spoken English	E	Interview
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