

## Job Description

<b>Job Title</b>	Administrative Support
<b>Salary</b>	£16 827 FTE
<b>Type of contract</b>	Permanent
<b>Weekly hours</b>	22 hours per week / 190 days per year
<b>Location</b>	South Axholme Academy, Epworth, Doncaster
<b>Closing Date</b>	28 <sup>th</sup> June 2021

## Key Responsibilities/Job Description:

- Present a professional, welcoming service, greeting all visitors, students and staff
- Ensure the reception area is manned at all times
- Provide support and assistance to all visitors, parents, staff and students including the management of electronic systems
- Answer, screen and forward incoming telephone calls and emails, answering queries where possible and redirecting appropriately
- Sort incoming and outgoing mail (electronic and paper)
- Maintain and update a computerised reservations system for the booking of all rooms
- Produce and distribute all staff, parent and student communication
- Maintain the reception area to a high professional and organised standard
- Undertake various administrative duties including photocopying, scanning, shredding and filing.
- Demonstrate a high level of initiative
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
- Receive and process all academy payments/cash
- Establish good working relationships with all academy staff, students, Trust staff and visitors
- To support the administration team under the direction of the EA to the Academy and PA to the Principal with any other general administration duties

- Undertake first aid duties (for which training will be provided)
- Undertake the administering of medicines to students including maintaining records and student care plans
- Compile and place orders using the Trust's Finance package
- Prepare resources for teaching in liaison with teaching staff
- Assist with school displays, photocopying and laminating as required
- Co-ordinate and provide admin support for academy events e.g. plays, concerts, parents evenings, sporting fixtures, visits
- Monitor student's lateness, make phone calls and access electronic systems to maintain communication and records
- Assist with administration of trips & visits
- Administer attendance work; parental communication, updating systems, registers, holiday forms and PA tracking
- Assist in maintaining SEN - review timetable, annual reviews, reports and records including minute meetings and interventions
- Manage and maintain any student or staff MIS's.
- Provide regular monitoring reports for all tasks when required
- Manage student, parent and staff electronic payments
- Carry out electronic tasks relating to financial orders including purchase orders and invoices
- Carry out lunch time duties as required
- Be present as Fire Wardens for the academy
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Comply with Health and Safety Regulations.

## **All Academy Staff Should:**

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.

- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

## Person Specification

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A I	
Very good interpersonal and customer care skills	A I	
Evidence of involvement in recent research relating to improving practice	A I	
Professional development relevant to the post	A	
First Aid Qualification General competency in the use of technology		A
Professional knowledge, skills and understanding	Essential	Desirable
Effective use of ICT to support learning	A I	
Basic understanding and knowledge of relevant policies, codes of practice and legislation	A	
General competency in the use of technology	A I T	
Knowledge of the key role that attendance plays in attainment	I	
Ability to communicate effectively to students, staff, parents, governors and the wider community.	I	
Ability to prioritise workload and meet deadlines, particularly for school events/productions	A I T	
Learn new things quickly	A I	
Ability to use Microsoft software packages (Word, Excel, Publisher)	A I T	
Display a conscientious and logic approach to the variety of tasks necessary for the smooth and efficient running of the school	I R	
Ability to run reprographic tasks and equipment		A I
Understanding of pupil medical care and medicines		A I
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people		A

Experience of working in a busy office environment	A I	
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Experience of MIS		A I R
Basic understanding of child development and learning		A I
<b>Practical Skills</b>	<b>Essential</b>	<b>Desirable</b>
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
The capacity to inspire and motivate others – both adults and students		I
Ability to use ICT for administrative purposes	A T	
<b>Personal Qualities and Essential Attributes</b>	<b>Essential</b>	<b>Desirable</b>
A desire to work with young people and to support their education and achievements	A I	
A professional approach in both manner and physical appearance	I	
Able to demonstrate discretion, confidentiality and commitment	I R	
Able to liaise sensitively with parents/carers recognising their role in the student's learning	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	R	
A sense of humour and good sense of well-being	I	

Able to work with or without supervision	A I R	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High quality communication skills with the ability to develop positive relationships with students and adults of all levels	I R	
Ability to work as part of a team, understanding classroom roles and own position with the school hierarchy	I	
<b>High expectations of self and others</b>	<b>Essential</b>	<b>Desirable</b>
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
<b>Safeguarding Students</b>	<b>Essential</b>	<b>Desirable</b>
Committed to safeguarding and promoting the welfare of children and young people	I	
<b>Equal Opportunity</b>	<b>Essential</b>	<b>Desirable</b>
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

## Application Process

An application form can be found on our website at [South Axholme Academy](https://www.southaxholmeacademy.co.uk) or online at TES.com.

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact [ietrecruitment@isleeducationtrust-iet.co.uk](mailto:ietrecruitment@isleeducationtrust-iet.co.uk)

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

**This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.**