

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: Administration Assistant

Hours: 35 per week

Reporting to: Heads of Department

Main Purpose of the Post:

To provide comprehensive administrative support.

Specific Duties:

1. Data entry and the management of the Departments' databases.
2. Word processing including mail merge.
3. Typing spreadsheets.
4. Photocopying.
5. Preparing and mounting displays of students' work.
6. Making resources, including laminating.
7. Making telephone calls to parents on behalf of teaching staff.
8. Internal communications.
9. Filing.
10. Stock ordering and control including external orders and MRO orders and basic budgeting.
11. Participate in Departmental training as appropriate.
12. Ad hoc administration duties as required.

General Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Heads of the Department commensurate with the grade of the post.

Signed:

Postholder..... Name

Line Manager..... Name

Date

PERSON SPECIFICATION:**Skills:**

1. Excellent communication and interpersonal skills, including:
 - a sensitive, polite and patient manner
 - the display of a professional and competent approach
 - an ability to digest information quickly and communicate it effectively to others
 - a good telephone manner
 - must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Good clerical skills.
4. Willingness to be flexible.
5. A commitment to safeguarding and promoting the welfare of children.

Knowledge:

1. Knowledge of Microsoft Office package.
2. Knowledge of and ability to implement the Academy's Equal Opportunities Policy.

Experience:

1. Relevant experience, preferably in an Education institution.
2. Experience of using computer databases.