



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### ADMINISTRATION ASSISTANT

with specific responsibilities for Senior Leadership Team administration

Grade:	Scale 4 (point 7-10)
Contract:	Permanent 43 weeks per year (term time only + 4 weeks) 36 hrs pw (excl: meal breaks) 08.00 – 16.00
Conditions:	Support Staff National Pay & Conditions
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Office Manager on a day-to-day basis.
Location:	In the main school office but may be asked to work elsewhere within the school, if necessary.

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#### Context

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

#### Purpose of job

To deliver a first class administrative and business support to the senior leadership team, school office, teaching staff and students. Where necessary, to support administration across the whole school as directed by the Office Manager and/or Senior Management Team.

#### Main Responsibilities

To provide an excellent service across all administrative functions in support of the Senior Leadership Team.

To produce and/or maintain charts/reports/spreadsheets as directed by the Senior Leadership Team, in a timely manner and liaise with others accordingly. This to include:

- Options process
- Intervention calendars and costings
- Curriculum guides

To support the Assistant Head with:

- Setting up of new parents/students on 'My Child at School' (MCAS) and maintaining accurate information
- Resolving MCAS queries from parents
- Set changes/Yr9 options
- Maintaining accurate and up to date details on our GDPR software
- Other ad hoc data tasks.

### ***General Administrative Responsibilities***

To undertake reception duties, dealing effectively, professionally and positively with face-to-face enquiries from students, staff and visitors.

To answer general telephone enquiries as required, taking and giving messages effectively and professionally, in a timely manner.

To carry out administrative tasks such as presentations, assisting with database management (Bromcom) and other IT based tasks, photocopying and dealing with correspondence, as directed by a senior member of staff.

To raise purchase orders on the school's finance system, as appropriate, for the purchase of goods and services, ensuring that such orders are authorised and are compliant with the school's finance regulations.

Occasionally to be required to cover the duties of other admin staff should they be absent, i.e., due to sickness or training.

### ***Other key responsibilities***

To assist with student first aid and welfare duties, communicating effectively with pupils, parents and Senior Leadership Team on issues, as appropriate

To spend a number of designated hours per week, providing medical care based on the First Aid rota, as agreed with the Office Manager

To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people .

To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.

Be aware of and support difference and ensure equal opportunities for all.

To undertake any other administrative duties and to comply with any reasonable request from a Senior Manager to undertake work of a similar level.

To engage actively with the performance review process and take responsibility for own development.

## **Person Specification**

### ***Qualifications, experience and knowledge***

- GCSE pass Grade in English and Maths
- Experience of working in a busy office or administrative environment.
- Demonstrable experience in delivering effective administrative and organisational skills.
- Successful completion of a requisite first aid course

### ***Competencies and Skills***

- Able to demonstrate a Customer Service ethos, being courteous to students, staff and parents at all times.
- Demonstrable excellence in IT and internet skills with significant experience in at least three of the following packages Word, Excel, Powerpoint, Publisher, SIMS or BROMCOM. The willingness to undergo training and meet the required standard, for those where less experience is evident.
- Excellent oral and written communications skills
- Excellent organisational and administrative skills
- Excellent time management skills, able to work under pressure while maintaining own effectiveness, meeting and negotiating deadlines.

### ***Personal Qualities***

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities.

- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information.
- Evidence of ability to be adaptable and flexible and use own initiative, while working within a busy and fast changing environment.
- An excellent record of attendance and punctuality;
- Able to display tact, resilience a within a busy environment.

***Desirable Skills and Experience:***

- Experience of working with children.
- Experience of working within an educational environment.
- Knowledge and understanding of school systems and the importance of effective administration.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*