



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant/Receptionist

**SCHOOL:**

**SALARY:** Band 3

**RESPONSIBLE TO:**

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

The purpose of this role, under the direction and instruction of senior staff provide routine general clerical and administrative support to the school.

### MAIN RESPONSIBILITIES:

#### Organisation

1. Undertake reception duties, answering telephone calls and dealing with routine face-to-face enquiries and signing in visitors.
2. Assist with pupil welfare, looking after sick pupils and liaising with parents and staff
3. Assisting with the arrangements for routine visits e.g. school nurse, school photographer etc

#### Administration

1. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
2. Maintain manual and computerised records/management information systems

3. Undertake typing, word-processing and other IT based tasks
4. Undertake ICT tasks within SIMS, as directed e.g. Attendance, Assessment Manager, etc
5. Sort and distribute mail
6. Undertake typing, word-processing and other IT based tasks

#### **Resources**

1. Operate office equipment e.g. photocopier, computer
2. Arrange orderly and secure storage of supplies
3. Undertake routine financial administration e.g. collect and record dinner money, milk money, trip money etc.

#### **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Post Title: Administration Assistant/Receptionist</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• General experience of clerical and administration work</li> <li>• Experience of working in a school or educational establishment</li> </ul>	✓	✓
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>• Keyboard/computer skills</li> <li>• Ability to use equipment commonly found in an office environment e.g. Photocopier</li> <li>• Appropriate knowledge of first aid</li> <li>• Ability to relate well to children and adults</li> </ul>	✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• NVQ 2 Qualification or experience in a relevant discipline e.g. Business and Administration</li> <li>• 5 A* – C Grades including Maths &amp; English</li> </ul>	✓	✓
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> </ul>	✓	