



**JOB DESCRIPTION and PERSON SPECIFICATION**

**ACADEMY:** Bridgeview/Whitehouse Academy      **POSITION NO:**

Part of Venn Multi Academy Trust      **GRADE: 4**

**JOB TITLE:** Admin Assistant      **DATE PREPARED: July 2018**

**EVALUATION DATE:** 6 July 18      **JE NUMBER: NJCV11**

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

**PURPOSE:** To provide an efficient, accurate and responsive administrative support service to the Academy and contribute to the service by working flexibly as a member of the Administration Team.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children and young people.
2.	To undertake reception face to face and telephone duties, answering enquires from staff, pupils, parents and the general public.
3.	Ensure all visitors are welcomed and directed and records kept for their arrival and departure.
4.	Responsible for all pupil transport arrangements including liaising with the LA and transport companies.
5.	Provide routine clerical support eg filing, photocopying and complete routine forms eg recording school dinner requests, admissions and leavers, reports.
6.	Responsible for managing our electronic dinner money system, lunch bookings and reconciling our school meals money on a daily and weekly basis.
7.	Conducts first day absence calls and logs as appropriate.
8.	Provide general administration support.
9.	Responsible for recording uniform sales money.
10.	Responsible for gathering and processing mileage information.
11.	Undertakes financial administration duties of processing curriculum orders for the full school.
12.	Maintains our pupil records in SIMS.
13.	Responsible for parent mail communication and support with the newsletter.

14.	Responsible for ensuring the school visit policies and procedures are met using the Evolve system, assisting with arrangements where appropriate.
15.	Manages our out of school clubs eg. booking outside providers, letters to parents, responsible for reconciling the money and ensuring all relevant checks take place and risk assessments in place for all clubs.
16.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Academy's Health and Safety policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

None.

**2. Responsibility for Customers/Clients:**

All school visitors, anyone with an enquiry.

**3. Responsibility for Budgets:**

None.

**4. Responsibility for Physical Resources:**

None.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within the School/Academy**

Any individual within or visiting the school, any individual contacting the school by telephone.

**2. Within the wider Venn Trust**

Interaction with pupils, parents/carers and staff from other Academy's and members of the Academy.

**3. With External Bodies to Venn**

Face to face or telephone contact with members of the public.  
Enquiries from external organisations.

ORGANISATION CHART:	
Executive Headteacher Head of School	
School Business Manager	
Other office staff	<b>Administration Assistant</b>

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	X						
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X						
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
	Educated to NVQ level 3 or equivalent	X		AF & CQ
	Maths and English GSCE A-C or equivalent	X		AF & CQ

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			Safeguarding Level 1		X
<b>2.</b>	<b>Relevant Experience:</b>				
		Receptionist/front of house experience	X		AF
		Experience of administrative work in a busy office environment in an educational setting	X		AF & I
		Experience of using computer information systems including SIMS, FMS and Microsoft packages and is computer literate.		X	AF & R
		Experience of collecting and reconciling monies on a daily basis from various sources of income	X		AF & I
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>				
		Motivation to work with children and young people	X		AF & R
		Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		AF & R
		Good reading and writing skills	X		AF
		Effective problem-solving skills	X		I & R
<b>4.</b>	<b>Knowledge:</b>				
		A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		AF & R
		Know the importance of the impact of good first impressions	X		R & I
		Working knowledge of health and safety e.g. producing risk assessments	X		AF & I
		Knowledge of school financial procedures		X	AF, R & I
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>				
	<b>Verbal Skills</b>				
		Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	X		R
		Ability to exchange verbal information clearly and sensitively with children and adults	X		AF & R
		Pleasant, friendly telephone manner	X		I
		Ability to negotiate with colleagues and work well as part of a team.	X		AF & R
	<b>Written Skills</b>				
		Ability to complete forms legibly and accurately	x		AF
<b>6.</b>	<b>Other:</b>				
		None			
<b>8.</b>	<b>Additional Requirements:</b>				
		None		N/A	
<b>9.</b>	<b>Disclosure of Criminal Record:</b>				
		The successful candidate's appointment will be subject to the Academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure

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	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	<b>X</b>		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)