



Job Title: Administration Assistant

Location: Bexleyheath Academy

Hours of work: 37 hours per week, 39 weeks per year

Reports to: Office Manager

Purpose of the Role:

- To provide an effective and efficient Admin Support Service within the Academy.
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To ensure the smooth running of the Academy's Reception and Admin Support Service , including the provision of reception, postal, switchboard and stationery as requested and adhere to the administrative procedures and processes.
- To provide effective reception cover and receive visitors to the Academy, when required, and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To undertake administrative work ensuring timely completion to deadlines by providing general clerical. reprographics and administrative support ensuring that all tasks are completed in line with Academy deadlines.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure the delivery of a high level administrative service, and produce lists, information and data as required, for example, student data and to maintain and collate reports as required.

General

- To provide cover for other department colleagues when required.
- To participate in meetings, training, other staff development and CPD activities and performance development as required.
- To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
- To input and retrieve data from the Academy's management information systems as required.
- To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
- To maintain a tidy and efficient work area from which information is easily accessible.
- To undertake any other duties within the scope and functions of this grade as required.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave



- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Administration Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE Maths and English (Grade A-C) or equivalent Experience of working in a customer facing role Experience of working within an office environment 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> Safeguarding/child protection Ability to use Google including GSuite, GMail Ability to use publishing software Work effectively as part of a team Ability to work independently Have strong interpersonal skills Ability to be proactive and prioritise work Ability to be able to manage own time effectively Respond well to a changing environment 	<ul style="list-style-type: none"> Experience of working within the Education Sector Ability to write letters and emails Ability to communicate with people at all levels Ability to use initiative to deal with telephone calls and staff queries in a professional manner Knowledge of Cloud School
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Forward and strategic planning	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Abilities	<ul style="list-style-type: none"> 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Ability to work under pressure in a fast pace environment 	<ul style="list-style-type: none"> Willingness to learn and pursue training and qualifications.



	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Evidence of a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services	

