**JOB DESCRIPTION**

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| Job Title: | Administration Assistant | Department/Group: | Administration |
| Level/Salary Range: | Grade D SCP 6 - 11  | Reporting to: | Office Manager |
| Contract term: | Casual | Hours per week: | TBC |
| Vision Statement |
| *“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:** Offering a high quality, inclusive and distinctive education
* A caring and nurturing environment based on our Christian values
* Recognising the unique nature of each child.
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| Main Objectives of Role: |
| To provide Administration support to the school. |
| Job Description: |
| **Organisation*** Undertake reception duties, including answering the telephone and face to face enquiries and signing in visitors.
* Assist with pupil first aid or welfare duties, looking after sick pupils, liaising with parents and staff etc.
* Assisting with school trips and school events.

**Administration*** Provide routine clerical and administration support e.g.: photocopying, filing, email, complete standard forms and respond to routine correspondence.
* Maintain manual and computerised records and management information systems.
* Produce lists, information and data as required e.g.: pupil data.
* Undertake typing, word-processing and other IT based tasks.
* Undertake administrative procedures.
* Maintain and collate pupil information.

**Resources*** Operate office equipment and ICT packages (e.g.: word, excel, databases, spreadsheets, internet, ticket booking, publisher, website).
* Provide general information to staff, pupils and others, based within the Student Services office.
* Undertake general financial administration.

**Responsibilities*** Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos, work and aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Business Operation Administrative support as and when required

**General responsibilities** * Work collaboratively with a range of internal and external partners, demonstrating a positive ‘can do’ attitude and working as one team for the wider ‘team BFT’
* Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
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| Safer Recruitment Statement |
| The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| All staff employed by the Bishop Fraser Trust are expected to: |
| * uphold and promote the Trust’s vision
* uphold and promote the Christian ethos of all schools in the Trust
* support and contribute to the achievement of all students academically and pastorally
* support and contribute to the Trust’s responsibility for safeguarding all students
* undertake professional training to enhance personal development and job performance;
* Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
* maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
* share best practice, expertise and skills with others
* Seek to be positive and build up the common good through their own individual contribution to the life of their school
* Offer ideas and suggestions for making things better
* Engage actively in the appraisal and performance review process
* Seek to develop a better work/life balance
* Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
* Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils.
* Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
* Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. |
| Last Updated: | October 2024 |



Signed: Date:

**PERSON SPECIFICATION**

|  | **Administration Assistant - Criteria** | **E**ssential / **D**esirable |
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| **Work related circumstances – professional values and practices of the Bishop Fraser Trust** | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | E |
| Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | E |
| Commitment to the Trust’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work | E |
| Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | E |
| Able to liaise sensitively and effectively with parents and carers recognising their role in student learning | E |
| Able to improve their own practice through evaluations and discussion with colleagues. | E |
| Flexible with an ability to be able to embrace and generate change | E |
| **Personal**  | Self-motivated and personally resilient | E |
| **Qualities** | High levels of personal integrity, discretion, honesty, reliability and self-awareness | E |
|  | Conscientious and diligent work ethic | E |
|  | High standard of personal presentation with an excellent attendance and time-keeping record | E |
|  | Exacting standards, with high levels of attention to detail and accuracy | E |
|  | Patience, kindness and understanding | E |
| **Professional**  | Pro-active in using initiative  | E |
| **Dispositions** | The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction | E |
|  | Maintains a positive outlook at work | E |
|  | Willingness to take a hands-on approach as necessary | E |
|  | Flexibility, on occasions and within reason, in approach to working hours | E |
| **Qualifications** | 5 GCSEs or equivalent A\*-C, including Maths and English at C grade (Grade 4) or higher | E |
| An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding | E |
| High level vocational qualifications or degrees | D |
| **Experience, Skills & Knowledge** | Experience of Microsoft forms and Publisher | E |
| Willingness to participate in relevant training and development opportunities. | E |
|  | Using Educational SIMS | D |
| Good keyboard skills | E |
| Effective use of ICT packages | E |
| Participate in development and training opportunities  | E |
| Relate well to children and adults. | E |
| Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | E |
| To be able to identify opportunities to ensure tasks are completed within specified timeframes. | E |
| Good numeracy and literacy skills. | E |
| Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | E |
| Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. | E |
| Basic awareness of first aid | D |
| **Safeguarding of Children and Young People** | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E |

