**Administrative Assistant**

**Forward Education Trust**

**Leycroft Avenue, Birmingham, B88 9UH**

**JOB DESCRIPTION**

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| **Job Title** | Administrative Assistant |
| **Salary** | FET Range D  £18,979 - £20,955 pro-rata  £16,296 - £17,992 actual |
| **Contract Type** | Permanent – 36.5 hours per week – Term-time only (39 weeks)  Initially, hours will be 8.30am – 4.30pm Mon-Thurs and 8.30am – 3.30pm Friday. This will change to suit the business requirements of the Heights Academy in September 2023 |
| **Location** | Initially based at the Trust Head Office, Leycroft Avenue, Tile Cross, B33 9UH, moving to the Heights Academy, Auckland Drive, B36 0DD in September 2023 |

**REPORT TO:** Trust Business Manager

**JOB DESCRIPTION AND PURPOSE:**

1. **Job Purpose:**

* To provide an efficient and effective administrative service to the Trust and schools
* To provide an efficient and effective reception and switchboard service
* To support business operations to run smoothly and efficiently
* To provide finance support to the business team

1. **General Administration Duties:**

* To undertake administrative work for the trust central team and schools
* To type letters, reports, emails, and other documents, using appropriate equipment. This will include documents of a confidential nature
* Data entry on the trusts various management information systems
* To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries. To liaise, as required, with the school community
* To ensure that visitors and callers to the trust are correctly received and to deal sensitively with anxious, distressed, or impatient callers, whether by telephone or in person
* To organise postal arrangements as necessary
* To undertake filing including electronic filing, reprographic duties, and associated tasks
* To undertake general administrative duties as directed
* Responding to or directing correspondence from the enquiry mailbox
* Attendance at parents’ evenings as required

1. **Business Support:**

* Support with business projects i.e., liaising with suppliers, collating information
* To produce staff ID badges as required
* Minuting meetings as required
* Support with maintaining contract documentation

1. **Pupil Administration which will include:**

* Ensuring pupil personal profiles and records are up to date
* Ensure pupil files are transferred to new school within the required mandatory timescales of pupils leaving school
* Ensuring pupil files of consent documentation are maintained and updated
* Supporting home school transport arrangements including liaison with relevant parties
* Providing administrative support for pupil respite, ensuring that all relevant parties are informed of dates, transport arrangements etc.
* Support with the administration of schools’ admissions procedures and accurately maintaining the pupil related information system
* Ensure the upload and download of Common Transfer files (CTF) to ensure that MIS information is accurate
* Support to ensure pupil census data is accurate
* Responsibility for uploading data returns as directed
* Support with EHCP review administration
* Support with administration and promote parent take up of Free School Meals

1. **Oversee Pupil Attendance Administration to ensure:**

* Pupil attendance is input using the pupil MIS (Bromcom) accurately, daily AM and PM
* Pupil absences are investigated and recorded daily
* Evidence for pupil absence (appointment letters) are obtained and recorded
* Reports are produced as required

1. **Financial Duties**

* Support with inputting purchase orders into the financial management system (PSF) as required
* Ensure goods received are correct and accounted for
* Support with the administration of the online parent payments system, ensuring that pupil data, pupil meals information and free school meals information is accurate
* Ensure that parental overdue dinner balances are chased regularly Liaise with suppliers to resolve invoice queries
* Liaise with suppliers to resolve invoice queries

1. **Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust**

* To ensure all tasks are carried out with due regard to Health and Safety
* To adhere to the ethos of the school and Academy Trust

1. **Other Duties**

* Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
* Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
* Carry out your duties with full regard to the Trust’s published employment policies.
* Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
* Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust’s schools, Trust Central team and other agencies as appropriate to this role.
* Always promote the Trust’s co-operative ethical values
* Any other duties as commensurate with the post.

1. **Review and Amendment**

* This job description is subject to review at any time with full consultation of the post holder.

**PERSON SPECIFICATION**

**JOB TITLE - Administrative Assistant**

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| Criteria | Essential | Desirable |
| Education, qualification and professional development | * Excellent skills in Numeracy and Literacy (NVQ, GCSE A\* - C or Level 2 and above or equivalent) | * An intermediate or above qualification in word processing/typing |
| Experience, professional skills and knowledge | * Experience in a busy office setting * Experience of using database systems * Good interpersonal and communication skills * Understanding of confidentiality and safeguarding arrangements * Ability to work collaboratively * Ability to work efficiently and accurately under pressure | * Evidence of further professional training/development * Experience in a school office setting * Experience of using Bromcom (Pupil MIS) * Experience of Office 365 * Ability to relate to children and young people with learning and other disabilities |
| Personal qualities and attributes | * A commitment to the principle of inclusion * A team player with a 'can do' approach * Acts with pace and urgency, enthusiastic and decisive * An awareness, understanding and commitment to equal opportunities * Willing to undertake job related training |  |