



## JOB DESCRIPTION

<b>Job Title:</b>		<b>Administration Assistant</b>			
<b>JE Code:</b>	A4339	<b>Evaluation:</b>	367 points	<b>Grade:</b>	N3
<b>Effective Date:</b>	June 2018		<b>Status:</b>	Final	
<b>Responsible to:</b>		NEAT Chief Operating and Financial Officer			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		To provide administrative support to the NEAT Central Team			

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Maintain office systems and records and collect, compile and present data both manually and electronically in order to maintain accurate and up-to-date paper and electronic filing and information systems and provide standard reports.
- 2 Organise and take notes at meetings and events including requesting caretaking and catering support as needed.
- 3 Maintain the trust's calendar on behalf of the Chief Executive Officer and co-ordinate diaries on behalf of the Executive Team.
- 4 Liaise with schools and external organisations to meet the needs of the trust including providing reception services and responding to queries.
- 5 Ensure that office machinery, stationery and other office consumables are ordered in accordance with purchasing procedures. Carry out basic maintenance of office equipment and arrange service and repair as necessary.
- 6 Assist the trust's Finance Officer with financial administration by processing orders, invoices etc in accordance with the NEAT Financial Handbook.
- 7 Assist the trust's Governance Support Adviser with collating, printing and distributing papers for board and committee meetings and updating relevant websites.

### Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.

- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.