



## WISE ACADEMIES

### Job Description

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| <b>JOB TITLE</b>                          | Administrative Assistant   |
| <b>GRADE</b>                              | SCP 3 - 4  |
| <b>RESPONSIBLE TO</b>                     | Office Manager   |
| <b>MAIN PURPOSE OF THE JOB</b>            | To provide routine general, clerical, administrative and financial support to the academy.                         |
| <b>HOURS &amp; CONDITIONS OF SERVICE:</b> | In accordance with 'Green Book' conditions of service. 20 hours per week / Term-Time Only plus 2 weeks (40 weeks). |

### CORE PURPOSE

- To provide administrative and financial support to the Prudhoe West Academy.

### KEY RESPONSIBILITIES

1. To undertake reception duties, answering and dealing with routine telephone and electronic enquiries, face-to-face enquiries and signing in visitors.
2. To assist with clerical support including but not limited to photocopying, filing, faxing, emailing and completion of routine forms, word-processing of documents, updating of databases and spreadsheets.
3. To assist with the administration of class registers and the 'school' meal register.
4. To sort and distribute mail.
5. To assist in maintaining records, organise meetings and events in the academy as directed.

6. To assist in maintaining office systems, diaries and provide information/letters to parents and pupils.
7. Clerical and administrative support to the academy including ordering and stocktaking in accordance with purchasing procedures.
8. To arrange servicing and repair of academy equipment.
9. To arrange the security and orderly storage of supplies.
10. To collect, record, compile and present data both manually and electronically in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
11. Where applicable to assist in the reconciling and security of petty cash, dinner money, academy fund and/or other amounts of cash/expenditure, cheques etc. in accordance with WISE Academies procedures.
12. To support the finance function under the direction of the Headteacher, Office Manager and WISE Academies Head Office.
13. To act in the absence of the Office Manager
14. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents and staff etc.
15. To liaise with staff, parents and external bodies to meet the requirements of the academy, arranging events, work experience placements, school nurse visits, photographer etc.
16. To collate pupils' reports as required.
17. Responding to queries and demands for information from WISE Academies Head Office, other schools, outside agencies and, as appropriate, members of the public.

## **Generic**

1. To assist in ensuring a high standard of customer service to users of the academies.
2. To carry out duties in accordance with full regard to the academies policies and procedures.
3. To promote and safeguard the welfare of children and young people they come into contact with.
4. To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

5. To act in compliance with data protection principles in respecting the privacy of personal information held by the academies.
6. To adhere to the academies policy on equality and diversity.
7. To adhere to the academies code of conduct, child protection and all other related policies.
8. To adhere to the academies health and safety policies and relevant legislation.
9. To undertake such other reasonable duties as may be required within the academy.

Important Notes: –

This is a term-time only position. No additional leave will normally be granted during school term time.

This is a part-time post. Working days will be determined by the Headteacher subject to the exigencies of the academy operation. The employee is expected to comply with such direction and be flexible in their approach to the required working pattern.

Participation in relevant training and development will be required from time to time as required by the academy.

**This job description is subject to annual review or wherever necessary to reflect changes in the role.**