

**ADMINISTRATION ASSISTANT – EDUCATION**

**JOB DESCRIPTION**

**Place of Work:** Caledonian School

**Line Managed by:** Inclusion Manager/Headteacher

**Salary:** £18,138 FTE

**Hours of Work:** 35 hours per week

**Job Purpose**

To provide comprehensive, effective and efficient administrative support to the school.

**Key Duties and Responsibilities**

* Support all Administration within the school including photocopying, filing, communication with professionals, parents, other schools and residential homes as well as Spark of Genius staff and Senior Management.
* Answer incoming telephone calls, dealing with queries appropriately or passing on messages to the relevant people.
* Greeting visitors, ensuring they are signed in correctly and aware of any Housekeeping requirements (eg Fire procedures etc)
* Taking minutes for meetings, including staff meetings and education meetings within the School as required.
* Assisting with Financial Administration duties where required (eg receipts, petty cash etc)
* Assisting the education staff, collating and creating resources for lesson plans
* Assisting with maintaining young people’s records including paper records and electronic records on admin drive, spreadsheets and databases and ensuring that all documentation is present and correct and ensuring confidentiality at all times.
* Assisting with maintaining young person attendance records and reporting these accordingly.
* Assisting with auditing and maintaining Safe Hold and Serious Incident Log and raising any issues with your team – archiving of forms.
* Annual records audit.
* Playing a role in creating, personalising, tracking and distributing letters, invites, contracts and other documents to external stakeholders.
* Helping to arrange meetings using calendars and setting up meeting rooms for internal meetings and organising catering if required.
* Maintain the training database up to date, including entering new starts, printing off certificates and ensuring employee’s training record are kept up to date.
* Arrange training courses by putting them in the calendar and have to invite attendees.
* Seeking accident reports where required, logging and filing appropriately.

**Other Requirements:**

* To work as part of a team with colleagues and other professional to meet the needs of the young people, School and organisation.
* Undertake relevant training programmes as required by the Company and be responsive to own personal development.
* To have an understanding of safeguarding and Child Protection procedures.
* Contribute to a culture of open and honest communication
* Awareness and responsibility for the health and safety of the school, your colleagues, young people and yourself.
* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* It is the responsibility of the post holder to comply with Equal Opportunity requirements at all times.
* To provide cover to other Spark of Genius Schools when required.
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. Any other reasonable management instruction

*The Company reserves the right to vary duties and responsibilities at anytime within legal notification frameworks, however, not outside what is considered reasonable to the original post.*

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**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education and Qualifications** | Educated to Standard Grade level (or equivalent) or ability to demonstrate competency at this level | Administration qualification.  Educated to Higher level (or equivalent) or ability to demonstrate competency at this level | Application form and certificate check |
| **Experience** | Previous experience working in an Administrative role within a busy office environment | Administration experience within an education setting | Application form, references and interview |
| **Skills/Ability/ Knowledge** | Ability to use own initiative  Ability to work independently  Excellent organisational and administrative skills  Good working knowledge of Microsoft office packages and Google drive  Excellent oral and written communication skills  Flexible approach to work  Confident personality with a proactive attitude  Ability to use own initiative an discretion  Ability to prioritise own workload  Attention to detail | Strong interpersonal skills | Application form, references and interview |