

JOB SPECIFICATION

Administrative Assistant (with responsibility for Cover)

Reports To: Office Manager

Why	Job Summary To manage and organise cover for absent staff (both teaching and non-teaching) as directed by the Administration Manager. To provide routine general clerical and administrative support and Reception cover.	
What	Main Responsibilities <ul style="list-style-type: none"> Be responsible for the daily administration of cover using Sims and forecasting cover requirements. Due to the nature of cover, the post holder needs to be available at 7.00 am, Monday to Friday, to monitor the staff absence line and record staff absences accurately. Liaise with Deputy Principal and agencies to book cover staff where applicable including long term bookings To manage the budget for Supply staff. Meet, greet and direct agency staff. Organise and provide induction and support for supply staff both teaching and non-teaching whilst ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks. To be the first point of contact for cover requests/emergency daily issues within the academy. Plan, prepare and effectively communicate all ad hoc timetable changes/cover requirements including room changes Maintain an effective system whereby staff absences are logged and accurately recorded on Academy systems with the relevant paperwork. To be the first point of contact for outside callers to the Academy. To be the Offsite Visits Co-Ordinator (OVC) for the Academy. Provide administrative support to the Academy including use of ParentPay, Groupcall etc (training can be provided). Ensure meetings are organised efficiently in appropriate venues with hospitality and ICT facilities as required. To be proactive in identifying areas of academy life that would warrant writing news items for the academy via the website/Twitter/E-newsletter. Experience of Sims and Adobe programmes would be desirable. Administer First Aid on completion of relevant training. Any other responsibilities deemed appropriate to the level of post. 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships.
		Efficient and methodical, monitors and attends to detail; checks for errors.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.
		Developing practice ensures effective professional contribution across the department.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction.
		Consults at the start and as appropriate throughout the activity and within the team.
		Willing to accept responsibility for own activities and those of the team.
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks.
		Makes short term (daily, weekly) considered plans.
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.

Context	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.	
		Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. Building upon previous experience.	
		Initiates joint decision making within own team.	
		Knows how to report, record and pass on information.	
		Deals with 'task' problems within own team.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	Essential: Educated to GCSE grade C/4 standard (or equivalent) in Maths and English. Experience of working in an administration role and using Microsoft Office Desirable: Business and/or Administration qualification Working within an education establishment	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.