

Job Description

Title:	Administration Assistant
Accountable to:	Office Manager
Salary:	Grade 3, Points 5 – 7 (FTE Salary £19,650 - £20,444) (Pro-Rata salary for Term Time Only)
Hours:	37 Hours Per Week
Contract Type:	Permanent
Location:	Pinxton Village Academies, Kirkstead Road, Pinxton, Nottingham, NG16 6NA
Position Overview:	

As Administration Assistant, you will work as part of a team to provide high quality administrative support for a wide and varied range of clerical, administrative and financial tasks for the school.

Key Responsibilities:

1. To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding.
2. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports.
3. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash.
4. To develop basic systems and processes to meet operational needs and to ensure the high quality of information held.
5. To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.
6. To provide advice, guidance and support to other administrative staff as required.
7. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.

9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
10. The post holder will perform any other duty or task that is appropriate to the role as required.

Person Specification:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Knowledge / Qualifications		
A good standard of secondary education to GCSE level or equivalent.	AF	
A good standard of literacy and numeracy.	AF	
Experience / Skills		
Carrying out a wide range complex administrative duties.	AF/I/AST	
Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.	AF/I/AST	
Working with a variety of IT systems including word processing, spreadsheet and database operation.	AF/I	
Handling information in accordance with the Data Protection principles.	AF/I	
Dealing with confidential and sensitive information.	AF/I	
Handling, processing and reconciling cash, cheques, invoices or equivalent.	AF/I	
Personal Attributes		
Ability to communicate complex information at all levels	AF/I	
Ability to work under own initiative with sound personal, administration and time management skills	AF/I/AST	
Considerable personal enthusiasm, energy, integrity and professionalism	AF/I	
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	AF	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF	