Role Profile

Grade & Structure Information

Business Functions Role		**Role Title**	Administrative Assistant
Grade	PS4	**Reports to**	Deputy Head of School
Date Role Profile Created	October 26	**Base School**	Wey Valley College

Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by specific objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Key deliverables include: Collect, update and maintain information, data and records ensuring accuracy of information held, and produce routine reports as requested by senior staff or external agencies (e.g. standard/statutory returns); Maintain manual and computerised records and management information systems including databases and the school website as required; Support the efficient running of reception, dealing with telephone and face-to-face enquiries, and ensuring the school's security procedures for visitors are properly followed, to provide a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school; Carry out a range of administrative, welfare and building related duties to support the smooth running of the school, including arrangements for school visits and events, ordering and coordinating lunches, pupil taxi transport and other uses of the school as required; Maintain stocks and supplies, placing authorised orders for school resources and distributing; Undertake general financial administration such as processing orders, collecting and recording monies and assist in maintaining petty cash, welfare and dinner money accounts in accordance with financial regulations and procedures; Assist with pupil first aid/welfare duties. To undertake any other duties, commensurate with the grade of the post holder that meet the needs of the school and Inclusive Education Trust.

Work Context	To provide support on a broad range of routine administrative activities as a member of the school office team to enable the school to function efficiently. Wey Valley College forms part of the Inclusive Education Multi Academy Trust. There may be a requirement to travel to other sites within the Trust partner schools and other settings, for meetings and training from time to time subject to appropriate notice.
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	**Analysis, Reporting & Documentation** • Organise information to agreed procedures by filing, data entry, checking/matching data etc to ensure accurate records are maintained. • Prepare and dispatch a range of routine documents to meet the daily priorities in their area of responsibility. **Service Delivery** • Carry out administrative and/or support activities to contribute to the smooth running of the work unit. • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service to others. **Planning & Organising** • Organise routine meetings, make arrangements and bookings under clearly defined instructions and maintain diaries. • Help to prepare straightforward materials to assist in the effective organisation of internal/ external activities • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed on time and to an appropriate standard. **Finance/Resource Management** • Follow set order procedures to ensure adequate low value supplies and resources are available to meet office/work unit requirements. **Work with others** • Receive visitors and provide basic information in a courteous manner to promote a positive image of the work unit. **Duties for all IET Staff** **Values:** To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. **Health, Safety & Safeguarding:** Responsible for ensuring health & safety policies and legislation are followed and complying with safeguarding policies as appropriate. **GDPR**: Ensure full compliance with GDPR requirements and the Trust's data protection policies, maintaining the confidentiality, integrity and security of personal data at all times. To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Working knowledge of relevant systems, equipment, processes and procedures. • Ability to apply relevant health and safety, equality and diversity, and other County/Service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and provide excellent customer service. • Ability to communicate clearly orally and in writing. • Accuracy and ability to prioritise and organise own workload. • Previous office experience to enable jobholder to deal with administrative procedures confidently.
Details of the specific qualifications and/or experience if required for the role in line with the above description	• Previous experience in a school setting desirable but not essential • Satisfactory DBS with CBL clearance required (the trust can obtain for you) • Have a satisfactory driving licence and use of a car with suitable insurance for travel whilst on school business. • Hold right to work in the UK
Role Summary	Roles at this level support service users and/or staff as part of a specific service or team. They typically provide administrative or procedural support working on a broad range of routine activities within well established procedures. They will work in teams under the guidance of more senior colleagues and will be expected to be able to plan and organise their own workload, on an hour-to-hour and day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the work of others effectively.