



Job Description

Date: November 2021

Post: Office Admin Assistant 0.7
Responsible to: Office Manager
Pay: Band A (£18,186 - £20,076 FTE)

General Principles:

- To carry out the functions of a support member of staff at an Ortu School in accordance with its stated aims and objectives.
- To be committed to safeguarding and promoting the welfare of our young people.
- To assist in improving the academic outcomes of all students. To provide high quality learning for all staff and students.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with this post, as delegated by the Headteacher / Principal / Line Manager.

Job Purpose:

To ensure the smooth running of the admin office on a day to day basis

Principal Duties:

- To maintain a high standard of administration in compliance with the Trusts Policies and procedures
- Manage and prioritise workloads on a daily basis to ensure the smooth running of the admin office in accordance with the Office Manager
- Maintenance of database, including as necessary support to other departments and teams.
- Ensure all admin enquiries are processed accordingly and in a timely manner
- Ensure a high standard of effective admin support is provided at all times
- Maintain and update files and data ensuring accurate and current information
- Produce letters, documents, filing and photocopying as required
- Report student and school issues in line with the Trusts policies for health and safety, child protection, behaviour management etc.
- Medical bay first aid and reception cover.
- Attend meetings and training sessions as required.
- To support colleagues in the admin office with any of their duties in the event of their absence or they are unable to fulfil their duties
- Work with the Office Manager to ensure student and parental contracts are accurate and current
- To attend admin procedural meetings and take confidential minutes ensuring relevant points are captured
- To assist in ensuring effective communication with the Office Team in reference to both in-house and external training courses to maintain an up to date central training log
- To provide support to the Office Manager as and when required
- To maintain confidentiality and Data Protection adherence (GDPR) at all times

These duties will be varied at the discretion of the Principal / Headteacher / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description. Date for review: At annual Performance Management review of Office Admin Assistant.

Signed _____ Date _____

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