

**Job Description:**

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| <b>POST:</b>             | Administrative Assistant   |
| <b>RESPONSIBLE TO:</b>   | Operations Manager   |
| <b>RESPONSIBLE FOR:</b>  | Administration support to staff and students   |
| <b>SALARY:</b>           | SCP 5-8 £21,323.21 - £22,357.12 pro-rata salary<br>Plus Local Government Pension Scheme  |
| <b>LOCATION:</b>         | Oasis Academy Blakenhale   |
| <b>WORKING PATTERN:</b>  | Term Time Only (39 weeks including inset days)<br>37 hours a week, Monday to Friday  |
| <b>DISCLOSURE LEVEL:</b> | Enhanced   |
| <b>JOB PURPOSE:</b>      | To organise and provide administrative / reception support to promote efficient delivery of the purpose and mission of the Academy |

**MAIN DUTIES (these might vary depending upon the skills of individuals and the needs of the office)**

1. Offer administrative support on the development and implementation of external communications and publications in accordance with Oasis branding and communication guidance to include parent and student letters, newsletters and publications.
2. Administrative support for the monitoring of attendance.
3. Administrative support for admissions processes.
4. As an integral part of the general administration team provide back up for team members as and when required.
5. Utilisation of Academy MIS systems including Bromcom.
6. Receiving, signing in and dealing with or directing pupils, parents and other Academy visitors as appropriate ensuring correct documentation is received and copied as appropriate.

### **General Responsibilities:**

Organise and complete a range of administrative duties. These may include:

1. Perform reception and telephone duties to provide courteous advice, information and help to staff, pupils, parents and the general public, i.e. to respond to a range of routine written, telephone and 'face to face' enquiries, either directly or by referral of items to an appropriate colleague/section to ensure satisfactory resolution.
2. Develop simple manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information.
3. Issue and collect attendance registers and sheets (when required), maintain and process attendance returns, including the fire evacuation list and provide dinner figures for the kitchen.
4. Undertake general office duties to include (but not limited to): opening and sorting of incoming mail and deliveries for distribution to appropriate staff, stamping / franking and posting of outgoing mail, photocopying, occasional cash handling etc.
5. Processing of orders, delivery notes, invoices etc.
6. Demonstrate high levels of confidentiality.
7. Ensure secure handling of confidential data and information to comply with Oasis Community Learning and the Data Protection Act.
8. To undertake first aid training in order to administer emergency or medical treatment to pupils, staff and facility users if required.
9. Provision of full clerical and general non-teaching support to the wider Infants and Junior Academies.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities:**

- A. So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Oasis Community Learning's Safety and Welfare policy, Departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, regulations and policies of Oasis Community Learning, and its commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

**Safeguarding Children:**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Other:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| <b>Employee:</b>  |  | <b>Line Manager:</b> |  |
|                   |  |                      |  |
| <b>Print Name</b> |  | <b>Print Name</b>    |  |
| <b>Date</b>       |  | <b>Date</b>          |  |

**Academy Administrative Assistant**

Person Specification

**Our Purpose**

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person – academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

**Oasis Community Learning Ethos**

Our ethos is an expression of our character – it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

|   | Essential   | Desirable  |
|---|---|--|
| <b>Qualifications</b>                     | <ul style="list-style-type: none"> <li>• Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of School database system Bromcom / MCAS</li> </ul>  |
| <b>Experience, Skills &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Self-motivated and committed to self-development</li> <li>• Successful experience of working in an office environment or similar</li> <li>• Evidence of independent work and experience of working effectively within a team</li> <li>• Experience of effectively working with the public, students, community environment / customer focused environment</li> <li>• Able to use Microsoft packages Word / Excel / PowerPoint and basic ICT skills</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent telephone manner and ability to deal with members of the public on behalf of the Academy</li> <li>• Excellent organisational, prioritisation and time management skills</li> <li>• Ability to work in an environment which requires a high level of confidentiality and discretion</li> <li>• Experienced in the use of e-mail and the internet</li> <li>• Experience of ordering, invoice processing and goods receipting</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> <li>• Experience of working on reception or in a customer facing role</li> </ul> |

|                           |  |  |
|---------------------------|--|--|
| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Energy, enthusiasm and flexibility</li><li>• Calm and adaptable with an ability to work within a flexible and busy environment</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with challenging behaviours and attitudes</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos</li></ul> |  |
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I am happy that I have been fully involved in drawing up this JD and that it is a true reflection of the duties I undertake in my role in the Academy Administration.

Signed \_\_\_\_\_

Date \_\_\_\_\_