



# The Ropemakers' Academy

PART OF THE BECKMEAD TRUST

**Role Profile and Person Specification**

## **Administration Assistant**

## ADMIN ASSISTANT - JOB DESCRIPTION AND PERSON SPECIFICATION

The Ropemakers' Academy

### **JOB DESCRIPTION**

**Grade/Pay: NJC 4 FTE**

**Hours: Mon – Fri, 8.15am – 3.45pm TTO**

Here's a revised version of the highlighted text, incorporating the suggested additional duties:

#### **Purpose of the Role:**

- To be an ambassador for the school when meeting parents and other visitors and to act as the first point of reference.
- To provide general administrative support to the School under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall vision and ethos of the school, ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.

This role reports directly to the Student Welfare and Administration Manager.

**Key Responsibilities:** The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Senior Leadership Team, according to the school's needs.

**Reception:**

- Providing a warm welcome to all. Dealing with telephone and face-to-face enquiries in an efficient, positive and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post, parcels and deliveries, including ordering and distribution as required.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures, i.e., signing in, issuing identification badges. Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

**Administrative:**

- Updating manual and computerized records/management information systems.
- Placing orders, checking goods, and monitoring paperwork.
- Updating and distributing communications which may include but is not limited to the school's website, social media, school notice boards, newsletters, and other communication with parents, colleagues, and the community.
- To assist the School Office Manager in marketing the school. Maintaining the school diary.
- To produce reports from the Management Information System under the direction of the School Office Manager.
- To attend, participate, and take notes at meetings as required.
- General administrative duties such as photocopying, filing, emailing, and completion of routine forms. This could be directly supporting the Headteacher or School Office Manager.
- Supporting school events: Assisting with the organization and logistics of school events, such as parents' evenings, school plays, and fundraising activities.
- Managing attendance records: Managing and tracking student attendance records, making absence enquiries, maintaining attendance records.
- Maintaining supplies and inventory: Overseeing office supplies, equipment, and other resources, including ordering, tracking, and ensuring availability.
- Assisting with Pupil Welfare: Providing minor assistance with pupil welfare, such as administering basic first aid or contacting parents in case of illness, within defined scope and with appropriate training.
- Technology Support: Providing basic technical support to staff, such as troubleshooting printer issues or assisting with software applications.
- Arranging Travel and Accommodation: Making travel and accommodation arrangements for staff members for school-related purposes.
- Supporting SLT as required with administrative and related tasks, maintaining absolute discretion and confidentiality at all times.

**Finance:**

- To input data into the school's finance system, e.g., creating purchase orders.
- To produce reports from the finance system under the direction of the Student Welfare and Administration Manager.

Undertake any other reasonable duties as determined by the School Office Manager and the Headteacher.

**PERSON SPECIFICATION**

<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good working knowledge of ICT systems including word processing, spreadsheets and presentation software.	Specific knowledge of School MIS systems, preferably Scholarpack Knowledge of both Microsoft and Google software packages. Experience of a financial management system Experience of Social Media and websites
Understanding of Safeguarding	Level 1 Safeguarding trained
Understanding of Health and Safety	First Aid trained
Understanding of Data Protection and confidentiality	
Understanding of Schools Ethos and Value and ability to support the school's Christian Ethos	

**Skills**

Ability to relate well to children and adults, being sensitive to their individual needs.

Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.

Ability to communicate effectively in English, both written and verbally.

Ability to work flexibly in support of the school.

Ability to pay close attention to detail to ensure accuracy

Resourcefulness, enthusiasm, patience, resilience and a sense of humour.

Ability to work independently and with initiative.

Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.