



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Administration Assistant

Pay Scale: NJC 5 - 10

Location: Forest Lodge Academy

Line Manager: School Business Manager

Job purpose:

To work as part of a team ensuring the school office runs efficiently, whilst maintaining a friendly and professional service to the community, colleagues and governors.

To role model high standards, as the first point of contact for most visitors and enquiries to the school.

Duties and Responsibilities:

- Ensuring that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks.
- General administration duties, such as preparing letters, texts and handouts.
- Ensure that Keeping Children Safe in Education statutory guidance underpins all interaction with visitors, contractors and agency staff on site.
- E-mail management and responding where appropriate.
- To process the school dinner systems in place within the academy.
- Carry out first day absence calling and report to SLT unexplained absences.
- On occasion may be required to accompany another with home visits.
- Process holiday fines.
- Report collation and information gathering, general administration, business analysis and any other duties as required by school management (e.g.; persistent absence monitoring)
- Ensure pupil attendance is monitored and high light to SLT any areas of concern.
- Providing an accurate and confidential administrative service, including typing of correspondence, spreadsheets and presentations.
- Dealing with incoming correspondence including calls, post and e-mails in a professional manner.
- Hold a first aid certificate as required by the school.
- Assist with pupil first aid / welfare duties, looking after sick children, liaising with parents / staff etc. administering medication when necessary, in accordance with the school policy on administering medication.
- Undertaking ad hoc projects.
- Minute taking.
- Ensure the office and entrance area is well presented, tidy and organised.
- Process online payment system for parents to pay for trips/afterschool clubs etc.

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff



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Other Academy Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Administration Assistant Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right



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hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	- Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths - Further education qualifications in related fields, e.g.: NVQ Business Administration - To hold a first aid certificate or be willing to undertake training	E E	D
Skills and knowledge	- Ability to build and form good relationships with colleagues, senior leaders and external visitors - High level of oral and written communication skills - Able to use all MS Office programs particularly Word, Excel and Outlook - Able to work to tight deadlines, managing and prioritising time effectively - Self-starter, with and ability to work independently & use own initiative to overcome obstacles - Efficient and meticulous in organization - Ability to produce precedent letters from basic information	E E E E E E	
Experience	- Previous experience in a similar role - Experience of working in a school or academy trust environment		D D
Personal Attributes	- Have an openness to learning and change - Have a positive attitude to personal development and training - Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	E E E	
Additional Requirements	This role is subject to an enhanced DBS		