

### Job description

Job title:	Admin Assistant
Responsible to:	School Operations Manager
Responsible for:	NA
Location:	Feversham
Hours of work:	32.5 hours per week, term time + inset days (39 weeks)
Salary:	SCP 3-4

#### Overview of the role:

The role of the Administrative Assistant is to be a core component of the administrative team, providing effective and efficient administrative support which is essential for the smooth running of the school. The role is responsible for managing communications with stakeholders, maintaining records, coordinating arrangements for events or meetings, providing reception support, managing academy resources and supplies and compiling reports. Additionally, they may support other administrative staff, such as the School Operations Manager, in specific school projects.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

#### Responsibilities:

##### Administration

- Draft and distribute internal and external communications, including newsletters, bulletins, and announcements. Monitor school email and respond to enquiries promptly.
- Maintain and update administrative and information systems, including student and staff records.
- Compile and organise data for reports as required by the senior leadership team.
- Monitor and order office supplies and other educational resources as needed, ensuring adequate stock levels.
- Manage school admissions by collecting and processing student applications, maintaining enrolment records and assisting with admissions enquiries, including appeals.
- Coordinate meetings and events such as school trips and parents' evenings as required.
- Manage school lunches, including setting up dinner registers, chasing payments, processing Free School Meals applications, logging changes into relevant systems and inform parents of changes
- Execute administrative tasks promptly and accurately, adhere to administrative procedures and processes.
- Assist the senior leadership team with administrative tasks, such as photocopying and printing.
- Adhere to safeguarding policies and procedures, maintaining confidentiality and professionalism at all times.

##### Reception

- Provide effective reception support, greeting visitors and communicating with courtesy and clarity to all stakeholders.
- Manage general telephone and in-person enquiries with professionalism, directing these to the appropriate staff members.

#### Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

#### Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

#### Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

### Person specification

#### Qualifications and experience

##### Essential

- GCSE Maths and English (Grade 4) or equivalent.
- Experience of working in a customer-facing role.
- Experience of working in an office environment.

##### Desirable

- Experience of working within the Education Sector.

#### Knowledge and skills

##### Essential

- Good IT skills.
- Good Administrative skills.
- Knowledge and use of general office equipment.
- Awareness of safeguarding and child protection.

##### Desirable

- Ability to use Google software, including gmail.
- Ability to use a Management Information System (MIS), particularly Arbor.

<ul style="list-style-type: none"> <li>Ability to manage telephone calls and staff queries in a professional manner.</li> </ul>	
<b>Leadership skills</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Ability to manage own time effectively.</li> <li>Ability to respond well to a changing environment.</li> <li>Ability to organise and coordinate groups of people.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Personal attributes and behaviours</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Have a passion for working with and supporting children.</li> <li>Work effectively as part of a team.</li> <li>Ability to be proactive and prioritise work.</li> <li>Ability to work independently.</li> <li>Have strong interpersonal skills.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Willingness to learn and pursue training and qualifications.</li> <li>Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> <li>Share ideas early, often and honestly</li> <li>Embrace constructive disagreement</li> <li>Value ideas, not ego</li> <li>Be curious and open to new ideas</li> <li>Focus on facts and reason</li> </ul> </li> </ul>
<b>Special requirements</b>	
<ul style="list-style-type: none"> <li>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.</li> <li>Right to work in the UK.</li> <li>Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</li> <li>Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.</li> </ul>	