



**Job Title:** Administrative Assistant

**Reporting to:** PA to the Principal/Office Manager

**Grade:** 2

### **Overall Purpose of the Post**

To provide administrative support to the academy.

To support the PA to the Principal as required.

### **Main Duties and Responsibilities**

- Provide confidential administrative and clerical assistance to the academy, as directed by the PA to the Principal/Office Manager;
- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required;
- Assist staff and students who come to the Admin Office;
- Undertake filing on a regular basis, ensuring filing systems are kept up to date;
- Administer the academy's postal system, ensuring post is recorded appropriately;
- Answer incoming calls to the academy and direct them to the appropriate member of staff;
- Take responsibility for greeting and dealing with visitors to the academy and supporting the Reception at particular times of the day.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.