

HORIZONS SPECIALIST ACADEMY TRUST

Fairfax Academy

Post Title: Administration Assistant

Scale: Grade D

Job Purpose

- To serve as the first line for telephone and visitor enquiries.
- To provide administration and support to the Academy.
- To provide support to the administrative and management teams of the Trust.
- To provide support associated with EHCP meetings.

Key Tasks

Reception

- Responding to telephone enquiries and either directing the caller to the appropriate member of staff or taking a message.
- Greeting and dealing with visitors to the school while observing appropriate security procedures
- Dealing with enquiries from staff and pupils as appropriate
- Dealing with transport issues and liaising with parents, staff and community transport.

Administration

- Routine photocopying and document collation
- Sorting and distributing all incoming and outgoing mail.
- Typing and word processing of (usually) non urgent material
- Providing clerical and administrative support in respect of all school related matters as directed by the Senior Administrator, Principal, Senior Leadership Team.
- Providing clerical and administrative support across the Trust when required.
- Any other duty commensurate with the post and grade.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications & Education	5 GCSE's or equivalent (including maths and English at Grade C or equivalent) NVQ or equivalent qualification in a relevant discipline e.g. Business Administration or appropriate administration experience	
Experience & Knowledge	Previous Reception Experience Previous Administrative Experience Knowledge of Data Protection requirements and an understanding of confidentiality Knowledge of relevant policies and codes of practice & awareness of relevant legislation	Experience of working in a school setting Experience of working with children with SEN Experience of using SIMS/Arbor
Skills	Excellent numeracy/literacy skills Ability to relate well to children and adults Ability to work successfully as part of a team Ability to maintain accurate records IT Literate, capable of using MS Word / Excel and office packages Good keyboard skills Good communication skills (both oral and written)	
Personal Attributes	Participate in development and training opportunities Ability to abide by Trust policies and procedures	