

HORIZONS SPECIALIST ACADEMY TRUST

GREEN GATES ACADEMY

Post Title: Administration Assistant
Scale: Grade D
Responsible to: HR Manager

Job Purpose

- To serve as the first line for telephone and visitor enquiries.
- To provide administration and support to the Academy and Principal.

Key Tasks

Reception

- Responding to telephone enquiries and either directing the caller to the appropriate member of staff or taking a message
- Overseeing the correct operation of the telephone network
- Greeting and dealing with visitors and external agencies to the academy while observing appropriate security procedures
- Dealing with enquiries from staff and students 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 support with regards to EHCP documentation
- Providing clerical and administrative support in respect of all school related matters.
- 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 4 or equivalent) NVQ Level 2 or equivalent qualification in a relevant discipline e.g. Business Administration or appropriate administration experience	NVQ Level 3 qualification (relevant to the post)
Experience & Knowledge	Previous Reception Experience Previous Administrative Experience A minimum of 2 years' office based 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
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	