



Job Description and Person Specification

Administrative Assistant

KGA Salary Band 5, Points 6 – 9

Purpose	To support the day-to-day operational running of the organisation, including managing whole school and phase communications, suspension paperwork, and manning the reception. The role also incorporates managing in-school systems to support the school's operational needs.
Reporting to	Line Manager / Senior Leadership
Hours	37 hours per week/40 weeks per year Actual work pattern will vary to suit the needs of the school. This will incorporate in school hours (including involvement in some lessons and clubs) and some evenings (for open/information evenings)

Specific Areas of Responsibility

ADMIN

- To collaborate and work with respective colleagues within the school to build capacity and share administration capital
- To work closely with the Line Manager to develop Professional Learning
- Where appropriate, work with administration colleagues across the Trust to align to the collective endeavour
- Diary and calendar organisation when required, including managing the diaries for the Senior Leadership Team.
- Responding to parents and arranging for parental meetings.
- Arrange agenda for weekly staff briefings and manage and distribute weekly communications to staff and parents/carers.
- Completion of letters following meetings with parents
- To support the pastoral team with the writing and distribution of exclusion and readmission letters
- Same Day Detention administration
- After-school communications as required
- Daily Staff Duty communication.
- Communication with home - letters, emails, texts and phone calls
- Website updates/information - Uploading and sharing communications onto the school(s) website
- To support the Executive and Senior teams with any Ofsted preparation required
- Sending whole school communications, including phase letters and communications

RECEPTION

- Ensure all staff follow safeguarding protocols with regards to visitors and volunteers to the sites. This will entail risk assessments are conducted where applicable and ID is checked thoroughly. To seek advice from DSLs and HR to ensure compliance where applicable.
- Contributing to the improvement of the phase and each school through proactive support for all staff in their liaison with parents, carers and visitors and explicit support in deploying skills around emotional intelligence, listening and solution seeking.
- Contributing to growing the positive profile of the Academy through all aspects of our work with students, parents, staff and visitors to the Phase as directed by the reception team leader.

- Contributing to growing the culture of 'listening' and professionalism in the Academy
- Being a key person in 'Team Ofsted ready' - from ensuring the first contact with the Ofsted team is positive to overseeing the timeline triggered by the inspection call and the aspects of 'support' are full
- To answer phones and emails in a timely, professional and positive manner.
- To manage room booking diaries and car park reservations.
- To manage ingoing and outgoing mail in a timely and professional manner.
- To pass on any enquiries, either student or staff to the relevant parties promptly and professionally.
- Liaison with key diary holders across the phase to know the school reception 'calendar' for the week

To support the wider central function administration team when required with:

- Exclusion administration
- Reprographics support when and if required
- Data reports if and when required
- MIS support if and when required

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health, safety and discipline

- Assist with Health & Safety requirements
- Promote the safety and wellbeing of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



King's Group
Academies

Person specification

CRITERIA	QUALITIES
Qualifications and training	Grade C GCSE or equivalent in English and Mathematics
Skills and knowledge	Excellent communication and organisational skills Effective communication and interpersonal skills Proficiency in using Microsoft Office and relevant administrative tools. Knowledge of guidance and requirements around safeguarding children Ability to build effective working relationships with staff and other stakeholders Experience working within an educational setting (preferable but not essential).
Personal qualities	Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to manage multiple tasks and work under pressure to meet deadlines. Commitment to maintaining confidentiality at all times Commitment to equity

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.