



## **JOB DESCRIPTION**

**NAME:**

**POST:** Administration Assistant

**RELATIONSHIPS:**

The post holder is responsible to the Data & Exams Manager in all matters relating to this post. The post holder will work closely with all administration team members and supports them when necessary.

**PURPOSE:**

Responsible for providing an efficient and confidential administration service to LeAF Studio, to manage all areas of responsibilities in relation to the function and duties of the post of Administration Assistant as outlined in this job description.

**ADMINISTRATION TASKS:**

- Secretarial work including typing and minute taking, filing & photocopying
- To distribute post, purchase stamps, post letters at the end of the day
- To maintain the Studio's diary and booking rooms
- To contact parents re: non-attendance of pupils
- To report photocopier/ fax machine faults
- To maintain a tidy reception area and staff room including staffroom notice boards (not cleaning)
- To maintain stationery stock levels
- To maintain supplies of forms, leaflets, etc.
- To ensure safe storage of pupil files and registers, maintenance and updating of pupil files, record cards and database (sims/ excel)
- To devise simple forms
- Archive/ filing
- To maintain staff briefing minutes and ad hoc meetings
- Pupil export for attendance
- To support and mentor other members of the administration team.
- Complying with, promoting and acting in accordance with all AAT policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with data protection legislation and expectations for confidentiality.
- Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Developing good working relationships and practices with all members of the Business Team and wider staff group.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed by the Data & Exams Manager.

**Additional Information:**

Throughout the Studio it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Executive Head Teacher or nominated representative (in consultation with the postholder) to reflect the changing needs of the Studio.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Executive Headteacher or his/her representative.

**ARRANGEMENTS FOR PERFORMANCE MANAGEMENT:**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.

The Administration Assistant will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The Administration Assistant will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The performance management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**This job needs to be considered in the context of a changing and evolving Studio and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

**NOTE:**

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

**Signed: .....**  
**Post Holder**

**Date: .....**

**Signed: .....**  
**Chief Executive Officer**

**Date: .....**

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974  
AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND  
STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN  
2004 GUIDELINES**

**High Expectations – High Achievement**