

Administration Assistant – Job Description

LOCATION: Ebbfleet Academy
RESPONSIBLE TO: Head of Academy Administration

Leigh Academies Trust places learning at the center of every endeavor. Each member of the Ebbfleet Academy community, through their actions, seeks to promote positive and effective learning for all.

Job Summary: To provide full and administrative service within the academy and provide assistance to students where appropriate.

1. Main Duties

- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the SENCo, SLT and Head of Academy Administration
- To answer internal and external calls for the Academy. To deal effectively and professionally with callers at all levels. Process messages to staff and students via voicemail, written communication, email, or if necessary to personally deliver urgent messages to staff/students.
- Provide a general administrative function for school trips and events using Parent Pay.
- Provide cover for reception during lunch breaks, busy periods and periods of absence.
- Responsible for dealing with unwell students. To include:
 - Phone calls to parents/carers
 - Dealing with any student on medication, checking appropriate paperwork
 - Escorting student to reception if being sent home
 - Reporting any pastoral issues to the key members of staff
- Will be required on occasions to act as support on school trips agreed via Head of Administration.
- To assist with the administration of events associated with the Academy.
- To assist with providing cover for support staff absence within the Academy where appropriate.
- General Filing, copying and shredding as required.
- Reprographics support.
- To assist with marketing of the Academy, via support with maintenance of the website content, social media content and production of advertising materials.

2. Annex A

In addition, you will be expected to undertake specific duties relating to position of Administration Assistant;

- To provide an administrative service. To include:
 - Typing of letters to parents
 - General department typing
 - Telephone liaison
 - Research for departments
 - Preparation of orders and check deliveries
- Accountable for Trips Process which will include inputting details onto trips database, Notifying Attendance Office, liaising with Canteen for Free School Meals and produce an attendance list for the staff.

3. Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

4. Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

5. Notes

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed:
Employee

Date: