

Job description

LIFE Education Trust, is a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Admin Assistant (part-time)
Scale	2.4
Hours per week	25 (10am to 3pm)
Weeks per year	38
Reports to	Governance and Administration Manager
Job Purpose	
	Administrative support for the Trust CORE team, receptionist duties, filing, hospitality and support for functions, some social media support
Specific Duties	
	<ul style="list-style-type: none"> • Provide administrative support to the Governance & Administration Manager to ensure efficient operation of office. • Answer and direct phone calls • Produce and distribute correspondence, letters and forms • Assist in the preparation of regularly scheduled reports • Maintain computer filing system • Book travel arrangements • Submit and reconcile expense reports • Provide hospitality and general support to visitors • Provide information by answering questions and requests • Cover the reception desk when required • Handle sensitive information in a confidential manner • Reply to email, telephone, or face to face enquiries • Receive, sort, and distribute the mail • Greet and assist visitors to the office • Photocopy and print out documents on behalf of other colleagues • Provide polite and professional communication • Implement clerical duties and administrative processes • Conduct data entry • Social media updating and support for the CORE team and Trust
General	
	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Support the ethos of the Trust • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

	<ul style="list-style-type: none">• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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This Job description is current at the date shown, but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Admin Assistant) Date: _____

Person Specification

Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Education and Qualifications		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, Y
Key Skills and Abilities		
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Advance MS Office skills	D	A, T
Experience of school-based software systems	D	A, T
Ability to work in a busy environment	D	A, I
Ability to work with a variety of Stakeholders	D	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management	D	A, T
Ability to work as part of team or independently	E	A, I, R
Ability to inspire and motivate	D	A, R
Ability to prioritise, plan and organise with attention to detail	D	T, R
Demonstrable discretion	E	I, R
Attributes		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different workrequirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Sense of humour and equable temperament	E	I, R
Able to remain calm and composed under pressure and work to deadlines	E	I, R
Commitment to and understanding of equal opportunities and safeguarding	E	I, R
Reliable and a good time keeper	E	I, R
Adopts a positive attitude	E	I