**Administrative Assistant job description**

Kedleston Group Ltd is an independent organisation which owns and operates a group of schools and homes for children with a range of special educational needs and disabilities. Our vision is to become the most respected provider of specialist schooling in the country. We will never be the biggest, but we will lead, and others will follow.

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| **Employment details** |
| Job title | Administrative Assistant |
| Reports to | Office Manager |
| Hours of work | 40 hours per week, 8.30-4.30pm exclusive of lunchbreaks. |
| Salary | NJC Scale Point 2-6 |
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| **General duties*** Maintain and update records and information systems in line with GDPR
* Ensure that attendance of pupils is recorded in line with school policy and procedures
* Adhere to school absence procedures
* Update and maintain the school calendar
* Assist with managing the school’s email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
* Write and send email responses that are professional and uphold the school’s vision and values
* Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
* Assist with marketing and promoting the school
* Manage and organise completed forms from parents and carers
* Report any issues with the school’s IT systems
* Organise and distribute incoming and outgoing post
* Provide administrative support to school leaders, as required
* Book training courses for staff
* Order resources, monitor and manage stock, ensuring best value and following the school’s purchasing processes
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier, resolving any issues as necessary
* Assist with organising parents’ evenings, EHCP reviews and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* Carry out aspects of financial administration in line with the school’s procedure
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| **Reception*** Act as the first point of contact for parents, carers and visitors arriving at the school
* Deal with telephone and face-to-face enquiries efficiently and in a professional, courteous, and supportive manner
* Seek support from other colleagues where necessary to respond to complex enquiries
* Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
* Assist staff and pupils with the information and support they need
* Ensure the reception area is welcoming and looks professional and tidy
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| **Pupil Welfare and safeguarding*** Understanding the school’s safeguarding procedures and actively promoting pupils’ wellbeing and safety.
* Working with the DSL and their deputies to ensure safeguarding is at the core of your practise.
* Control access to the school in line with the school’s safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
* Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures
* Ensure that pupils and staff sign in or out when entering or leaving the premises.
* Support with the administration of medication, first aid and risk assessments.
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| **School culture** * Uphold the school’s vision, values, and ethos and those of Kedleston Group.
* Contribute to a culture where pupils and staff experience a positive and enriching school life.
* Cultivate and sustain positive and respectful relationships across the school community, and with other stakeholders.
* Model a culture of high staff professionalism.
* Work collaboratively with school, Kedleston network colleagues, and partner agencies
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| **Other duties*** Keeping up to date with matters relating to the school, its pupils, policies and curriculum.
* Undertake relevant CPD.
* Carrying out other duties, as directed by the headteacher, in accordance with school policies and procedures.
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**Administrative Assistant person specification**

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| **Qualifications and training** |
| **Essential** | **Desirable** |
| * GCSE or equivalent qualifications, to include English and maths
 | * Safeguarding training.
* Data protection training.
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| **Skills and experience** |
| **Essential** | **Desirable** |
| * Effective teamwork
* Effective communication with parents and carers
* Excellent inter-personal skills.
* Good personal organisation.
* Ability to prioritise
* Good verbal and written communication skills.
* Excellent ICT skills including effective use of Microsoft Word, Excel and Outlook
 | * Working in a school environment.
* Handling confidential information.
* Working in an administration role.
* Experience using Arbor (MIS)
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| **Knowledge** |
| **Essential** | **Desirable** |
| * A good understanding of written and conversational English, including grammar and punctuation
* Good basic mathematical knowledge and ability
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| **Personal qualities** |
| **The successful candidate will have:*** An enhanced DBS check with barred lists certificate.
* A good attendance and punctuality record.
* High expectations of self and professional standards.
* A commitment to CPD.
* The ability to maintain successful working relationships with other colleagues.
* High levels of drive, energy and integrity.

**The successful candidate will be:*** Committed to contributing to the wider school and its community.
* Capable of handling a demanding workload and successfully prioritising work.
* Committed to safeguarding and protecting the welfare of young people.
* Professionally assertive and clear thinking.
* Empathetic and compassionate
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