



Administration Assistant

Salary / grade range	Level 2, SCP 5 – 6 Term Time + 3 days (one week)
Location	Co-op Academy Southfield
Reports to	SLT

Purpose of role:

To work as a member of the Administration Team providing a comprehensive administrative service within Co-op Academy Southfield.

Key accountabilities (and specific duties / responsibilities):

- To be an effective member of the Administration Team contributing to the overall school requirements of administrative and clerical duties as directed by the Office Manager - Tasks including but not limited to:
- Manage the running of the front desk, responsible for the door and gate entry system following the strict procedure of signing in and lanyard distribution for visitors, contractors and staff to ensure safeguarding procedures are adhered to.
- Deal with immediate concerns, problems or emergencies that may arise with a student, staff member or visitor using school and Trust policies.
- Working with students who have complex SEND needs including emotional and behavioural difficulties or physical difficulties.
- To work with IT packages including Arbor, EduLink, Google Sheets, Google Docs, ParentPay, Civica, InVentry, & ID Store.
- Run reports as required using ParentPay and Civica to collate data comparisons, provide statements and reports for the Finance Team. Liaise with parents around payment advice, reporting any concerns to the safeguarding team.
- General administration duties as required, including reception duties, filing, reprographics, post, room bookings, taxi bookings, telephone duties, input information on a range of databases and spreadsheets and any other reasonable request as needed.



- General administration duties as required, that support the delivery of effective teaching and learning including reprographics, displays, resource organisation, ordering and stock management and any other reasonable request as needed.
- To contribute to Academy life and the overall vision and values of the Co-op Academy Trust.
- To attend and participate in training, other learning activities and performance development as required.
- To comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality, reporting all concerns immediately.
- Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.



Administration Assistant

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none">• GCSE Maths and English at Grade 9-4 or equivalent• NVQ Level 2 Business Admin• A relevant ICT qualification• First Aid Certificate	Essential Desirable Desirable Desirable	A A A A
Experience <ul style="list-style-type: none">• Experience of administration and record keeping in an office environment.• Experience in using Google Docs, Google sheets, Arbor etc.• Experience of working in a school environment and working knowledge of online systems.• Working with complex ICT packages.• Working as part of a team.• Working with students in a pastoral role.	Essential Essential Desirable Essential Essential Desirable	A / I A / I A / I A / I A / I A / I



Skills, Ability, Knowledge		
<ul style="list-style-type: none"> Ability to work with a variety of stakeholders including staff, pupils and parents/carers - both face to face and on the telephone. 	Essential	A / I
<ul style="list-style-type: none"> Excellent written and oral communication skills. 	Essential	A / I
<ul style="list-style-type: none"> Strong data input skills, excelling in accuracy and following GDPR protocol. 	Essential	A / I
<ul style="list-style-type: none"> Proficient user of and ability to carry out complex tasks using Google, Excel etc. 	Essential	A / I
Personal Qualities		
<ul style="list-style-type: none"> High levels of integrity, honesty and credibility and able to maintain confidentiality in matters relating to students, parents and carers and visitors. 	Essential	A / I
<ul style="list-style-type: none"> Ability to work independently, showing attention to detail and ability to work under own initiative. 	Essential	A / I
<ul style="list-style-type: none"> Highly motivated, confident 'can do' problem-solver and self starter. 	Essential	A / I
<ul style="list-style-type: none"> Quick thinker, able to assess situations and make informed decisions. 	Essential	A / I
<ul style="list-style-type: none"> Resilience, flexibility and the ability to retain a sense of perspective. 	Essential	A / I
	Essential	A / I
<ul style="list-style-type: none"> Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role. 	Essential	A / I
<ul style="list-style-type: none"> Good interpersonal, verbal and written communication skills. 	Essential	A / I
<ul style="list-style-type: none"> Good organisational skills, able to work under pressure and to deadlines. 	Essential	A / I



<ul style="list-style-type: none">• Excellent customer service and relations.• An understanding of and commitment to safeguarding and promoting the welfare of children and young people.• Ability to respond professionally to diverse groups of people and present a positive image to callers and visitors.• Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties.	Essential	A / I
	Essential	A / I
	Essential	A / I
	Essential	A / I

Equality

A personal and professional commitment to equal opportunities, diversity and promoting good race relations.

Candidates should indicate an acceptance of and commitment to the principles underlying the Trusts Equal Rights Policies and practices

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.