



# BRANSTON COMMUNITY ACADEMY



## JOB DESCRIPTION

### ADMINISTRATION ASSISTANT

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**RESPONSIBLE TO:** Administration Manager/PA to the Principal

**RESPONSIBLE FOR:** No subordinates

#### JOB PURPOSE

To assist in providing a smooth administration of the Academy by carrying out reception duties/photocopying/clerical/typing work and providing a welcoming face for Academy visitors. The Academy Office is a busy working environment and accuracy, speed and multi-tasking skills are essential. The post-holder must be willing and capable of working to Academy high standards and styles (e.g. letter and document layout, warm but businesslike interactions with public and colleagues etc).

#### KEY TASKS

The Principal or Administration Manager will determine, within the total hours available, the priority to be given to the following tasks:

- 1) To undertake such filing, typing and reprographic duties as may be authorised to meet the needs of the Academy;
- 3) To create or edit documents using Word, Excel and publishing software
- 4) To provide clerical duties for any of the Academy departments or areas of operation as may be authorised;
- 5) To assist in the compilation of such reports and records as may be required.
- 6) To provide telephone/switchboard, reception and messenger services for Academy;
- 7) To distribute internal post and to dispatch outgoing mail;
- 8) To input data into the Management Information computer system, as required;
- 9) To collate information for and to produce Academy publicity material, i.e. Newsletters, programmes etc.
- 10) To be a recognised provider of first-aid subject to qualifications held and the policy of the Academy, and if necessary to receive appropriate training for this task;
- 11) To assist in completion of accident forms and contacting parents;
- 12) Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder.

## QUALIFICATIONS

The successful candidate will have a good standard of education and ideally possess a typing speed of at least 40 wpm supported by a relevant qualification (a typing test is part of the interview process). The successful candidate will have excellent IT skills. The ability to work on your own initiative or as part of a team is also required.

## SALARY

Salary range is SCP 2 – 4, (*Actual pay £7,730 p.a. - £8,013 p.a. actual salary*) Starting point dependent on skills and experience

## HOURS OF WORK:

The post is for 16 hours per week for 40 weeks per year (term time plus 2 weeks). Actual number of weeks paid (including holiday pay) is 45.6 (plus one extra paid week after 5 years continuous service). Holidays cannot be taken during term time. The hours you will be required to work are 8.30 am – 12.30 pm Monday, Tuesday, Wednesday and Friday. Normal Academy office hours are 8.30 a.m. – 4.30 p.m.

## Safeguarding

***Branston Community Academy is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***

***All posts will be subject to an enhanced DBS disclosure, medical and reference checks.***

***All Pre-employment checks are in line with "Keeping Children Safe in Education"***