



**North East
Learning Trust**

Administrative Assistant
Sacriston Academy
Applicant information pack

Administrative Assistant

Required April 2022

37 hours per week

Term Time Only + 5 additional days

Salary Grade 2, SCP4-SCP6

£18,933-£19,698 FTE, £16,705-£17,380 Actual

Sacriston Academy is a part of the North East Learning Trust and is seeking to appoint an Administrative Assistant to join our dedicated team.

Sacriston Academy is a happy and welcoming primary school rooted in the heart of the community. We aim to ensure that every child leaves Sacriston Academy excited about learning and determined to succeed. We want to equip each child with confidence, resilience and the social skills necessary to become aspirational citizens of a changing world.

Our vision, along with all schools in the North East Learning Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Hold a Maths and English GCSE qualification, grade 9-4 (A*-C)
- Have relevant administration experience.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 28th March 2022

Shortlisting will take place on Tuesday 29th March, with interviews taking place on Friday 1st April.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Beth Brockwell at admin@sacristonacademy.co.uk Please do not submit a CV unless it is to compliment your application form.

Job description

Post title: Administrative Assistant
Responsible to: Office Manager
Responsible for: Providing an administration and reception service
Salary Band: Grade 2, SCP4-SCP6

Job Purpose:

To support the Office Manager in the day to day management and delivery of the school office and administration to ensure the provision of a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

Duties and Responsibilities:

- To provide administrative support to all school staff, stakeholders and the wider school community.
- To ensure that school reception queries and incoming telephone calls and emails are dealt with in a professional, effective and efficient manner.
- To meet and greet visitors, ensuring safeguarding procedures are followed.
- To maintain and update manual and computerised records.
- To produce letters, documents and ad-hoc reports.
- To distribute incoming mail and organise outgoing mail
- To support curriculum areas in the timely preparation of materials and resources
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening, arranging appropriate hospitality and attendance at the events if necessary.
- To be responsible for ordering and replenishing stock as and when required.
- To maintain and update the electronic school calendar and diary.
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To be responsible for incoming and outgoing CTF files, ensuring accuracy and confidentiality.
- To ensure new pupils starting school receive a new starter pack and all relevant documentation is returned to school in a timely manner
- To be first contact for pupil absence – first day response.
- To support the organisation of school trips, ensuring staff are supported and parents are informed.
- To reconcile and bank small amounts of money, for example money collected from school trips.
- To ensure dinner money is paid in a timely manner and escalated appropriately.
- To support the Office Manager in relation to exclusions of pupils, composing and sending letters and arranging meetings.
- To support the Office Manager in keeping the school website up to date, this may involve liaising with the Trust Communications and Marketing team.
- To support the Office Manager with supply teacher cover
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening, arranging appropriate hospitality and attending events where necessary.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	GCSE Maths and English 9-4 (A*-C) or equivalent	Level 2/ Level 3 Business Admin qualification or equivalent
Experience	Relevant experience in an administrative role	- Experience in an education setting - Experience of using SIMs
Aptitude and skills	- Excellent communication skills (verbal and written) - Ability to plan, organise and prioritise - Ability to use IT effectively and proficiently - Able to meet deadlines	
Personal qualities	- Willingness to learn - Ability to work as part of a team and independently - Ability to work flexibly according to the needs of the school	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.