



Discovery Schools
Academy Trust



Educational Psychology
& Wellbeing Services



Affinity
TEACHING SCHOOL ALLIANCE

Job Description

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| Job Title: | Administrative Assistant |
| Grade: | 6 £16338 - £17649 (will be pro rata for part time) Working 3 days per week 42 weeks per year, with the view of becoming full time in the future. |
| Responsible To: | Senior Administrator and Senior Speech and Language Therapist (SALT) |
| Responsible For: | <i>n/a</i> |
| Key Relationships/ Liaison with: | Affinity TSA, EPIC and Discovery Schools Trust team members |

Job Purpose: A new and exciting opportunity to work within a small dedicated team responsible for supporting EPIC SALT service/Affinity Teaching School Alliance and the schools within it. The role will be varied and allow the opportunity to learn numerous different skills and experiences. The successful candidate will be expected to provide a comprehensive and confidential administrative, and secretarial support within EPIC SALT Service/Affinity Teaching School Alliance/Discovery Schools Academy Trust in order to support Officers in an effective and efficient manner

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for providing a comprehensive range of administrative and financial functions using various software packages (e.g. access, excel, publisher and word, boardmaker and communicate in print)
2. To act as the first point of contact for EPIC SALT service and deal appropriately and professionally with all enquires and information received including face-to-face contact with school staff, visitors/members of the public. Arrange appointments and co-ordinate information between stakeholders.
3. Proof read EPIC SALT reports and develop forms for administration/operation of EPIC SALT services.
4. Maintain accurate records and when required create and maintain database information systems for data collection including data analysis
5. Assist with or undertake the planning, organisation of courses/conferences, including the preparation of all relevant materials, documentation and refreshments. Undertake post-course/conference analysis as required.

6. Be responsible for the planning and organisation of meetings, including the preparation of all relevant materials, documentation and refreshments. When required take accurate minutes and produce post-meeting documentation and support.
7. Undertake a range of routine financial tasks i.e. raising invoices and placing orders when necessary.
8. Updating Web sites.
9. Undertake a programme of personal and professional development in consultation with the Line Manager
10. To be responsible for producing a range of resources for Speech and Language Therapy interventions as directed by the Speech and Language Therapy team in a timely manner.
11. To be responsible for keeping an up to date record of resources and/or assessments purchased and maintaining an up to date database of where the resources/assessments can be located at any time

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



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Person Specification

Job Title:

Administrative Assistant

Grade:

6 £16338 - £17649 (will be pro rata for part time)

Working 3 days per week 42 weeks per year, with the view of becoming full time in the future.

| | Essential | Desirable | How assessed |
|--|-----------|-----------|--------------|
| Qualifications | | | |
| NVQ level 3 or equivalent in literacy and numeracy | ✓ | | App/Doc |
| Trained and proficient in all aspects of the Microsoft Office Suite of software. | ✓ | | App/test |
| Experience | | | |
| Has relevant experience of working within a busy office environment. | ✓ | | App |
| Use of ICT applications relevant to the post, i.e. Word, Excel, Access, Power Point, Publisher | ✓ | | App/test |
| Experience of undertaking routine financial procedures and processes. | ✓ | | App/Int |
| Working with Web site technology | | ✓ | App/Int |
| Knowledge | | | |
| Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. | ✓ | | |
| Understanding of the context in which schools are operating. | | ✓ | |
| An understanding of Health and Safety issues relevant to the post. | | ✓ | |

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| Skills/Attributes | | | |
| Word processing and ICT skills – able to use a range of database and software packages. | ✓ | | |
| Literate – excellent standard of grammar, punctuation and spelling. | ✓ | | |
| Numerate – able to work with spread sheets. | ✓ | | |
| Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, emphatically and, when necessary, assertively. | ✓ | | |
| Diary management (electronic and paper). | ✓ | | |
| Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc). | ✓ | | |
| Good communication skills – both oral and written. | ✓ | | |
| Good time management skills – be able to prioritise work. | ✓ | | |
| Able to be assertive when necessary, to achieve appropriate priorities and outcomes. | ✓ | | |
| Able to keep calm in difficult situations. | ✓ | | |
| Able to operate effectively as a member of a team. | ✓ | | |
| Loyalty and dependable. | ✓ | | |
| Self-motivated. | ✓ | | |
| Flexible – to meet peaks and flows of work. | ✓ | | |
| Willingness to undertake training. | ✓ | | |
| Commitment to Equal Opportunities. | ✓ | | |
| Other | | | |
| Evidence of continued training and personal development. | ✓ | | App/Int |
| Willing to work outside normal office hours on occasions when required. | ✓ | | Int |
| Must be able to travel to other locations when required. | ✓ | | App/Int |
| Full UK driving licence. | | ✓ | App |

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| <p>General Circumstances</p> <p>Attendance - evidence of regular attendance at work.</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p> | <p>✓</p> <p>✓</p> | | <p>App/Ref/ Med</p> <p>App/Int</p> |
| <p>Factors not already covered</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p> | <p>✓</p> | | <p>Med</p> |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)