



Ripley St Thomas Church of England Academy

Job Description

Title:	Administration Assistant
Responsible to:	Administration Manager
Grade:	Grade 4 (Scale Points 4-6)
Salary:	£21,295 - £21,975 (Full Time Equivalent Salary £25,185 - £25,989)
Hours:	37 hours per week (Monday to Friday)
Paid weeks:	44.09 weeks per year, made up of 38 weeks of term-time, working. 6.09 weeks of pro rata holiday.

This is a permanent post subject to a six-month probationary period.

The person appointed will be based in the main school Admin Office and will support with a range of duties including Reception cover. Full training on the Academy's systems will be given to the successful candidate.

Duties

Administration	Provide a full range of admin support to the Administration Manager, e.g. word processing, data inputting.
General	Access and utilise the school's electronic communication systems; miscellaneous clerical tasks commensurate with the role, as required.
Reception Cover:	Greet and attend to visitors, issue badges and contact relevant staff; maintain signing in/out records for staff and pupils; utilise InVentry visitor management system to register visitors; operation of the school's safety barrier
Telephone	Answer the telephone and handle enquiries; record and distribute messages for staff and pupils; contact parents and other parties as required.
Parentline	Access and manage messages on the Academy's parent messaging system.

Person Specification

Administrative Assistant

Essential Criteria

Candidates for the post must have:

- Excellent communication skills, including a pleasant telephone manner
- A smart and professional appearance
- Experience of all routine office procedures
- The ability to work accurately and to deadlines
- Accurate and modern word processing skills
- The ability to work as a member of a team, using initiative when required
- Experience of using email and the internet
- A willingness to support the church school ethos
- The ability to work under pressure

Desirable Criteria

It would be advantageous for candidates to have:

- Maths and English GCSE at grade C or above (or equivalent)
- Experience of dealing with the public and the ability to deal with difficult situations
- An intermediate word-processing qualification
- Two years' general administrative experience

Professional Development

The successful candidate must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people.

Academy Vision Statement

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

'And now these three remain: faith, hope and love. But the greatest of these is love.'

1 Corinthians 13:13

We aim:

1. We aim to follow the examples and teaching of Jesus Christ.

2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

All staff are expected to model the following values, behaviours and attitudes:

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England Academy
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do
- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams.
- A willingness to contribute to school life beyond the curriculum

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.