

MATRIX ACADEMY TRUST
Job Description –Administration Assistant
Term Time Only

Arrangement	Full time – 37 Hours Term Time Only Plus One Week (40 Weeks a Year) Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Main Purpose:	To provide administration to the School, SEND department and the Sixth Form
Main Activities:	<ul style="list-style-type: none"> • Fully support the school in all aspects of administration in the school, SEND department and the Sixth Form. • Liaising with pupils, parents, staff and professional outside agencies. • Excellent computer and keyboard skills especially in word processing. • Excellent communication skills – both verbal and written. • Undertake administration duties, answering telephone queries. • Assist with pupil first aid/welfare duties. Looking after sick pupils, liaising with parents/staff etc. • Provide clerical support e.g. photocopying, filing, emailing, complete routine forms. • Undertake typing, word-processing and other IT based tasks. • Collate, check and distribute reports. • Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier). • Good time-management organisational and work-planning • Self-motivated and enthusiastic. • Effective team worker. • An ability to remain calm when under pressure. • An open, honest and active listener. • A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service. • First aid to pupils, staff and visitors as required. • To attend First Aid training as required. <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Participate in training and performance development as required.
Support:	
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher