

MATRIX ACADEMY TRUST
Job Description – Administration Assistant

Reports to:	Chief Executive Officer
Arrangement:	Full time – 37 Hours Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 2, Spine Points 6-8 £17,362 - £17,851
Main Purpose:	To provide administration support to the Trust's Executive Team.
Main Activities:	<ul style="list-style-type: none"> • Fully support the Trust's Executive Team in all aspects of administration. • Undertake administration duties at the highest level of accuracy, speed and confidentiality. • Answer the telephone and greet visitors in a timely manner. • Direct and prioritise enquires and phone calls. • Provide clerical support e.g. photocopying, filing, emailing, complete routine forms. • Undertake typing, word-processing and other IT based tasks. • Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier). • Liaising with staff and professional outside agencies. • Collate, check and distribute reports. • Take minutes during meetings. • Keep stationery well stocked.
General:	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you 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. • Appreciate and support the role of other professionals. • Participate in training and performance development as required.
Additional:	<ul style="list-style-type: none"> • To play a full part in the life of the school and Trust community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. • To undertake any other duties as directed by the CEO.

This job description may be amended at any time, following consultation between the CEO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CEO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date: