

**MATRIX ACADEMY TRUST**  
**Job Description – Administration Assistant**  
**Term Time Only**

Arrangement:	Full time: 37 hours per week Term time only (39 weeks per year) Working hours: Monday-Thursday 8.00am-4.00pm, Friday 8.00am-3.30pm (including a 30 minute lunch)
Main Purpose:	To provide administration support to assist in the efficient operation of the College
Main Activities:	<ul style="list-style-type: none"> <li>• Fully support the school in all aspects of administration <ul style="list-style-type: none"> <li>➢ Typing of documents</li> <li>➢ Diary management</li> <li>➢ Filing</li> <li>➢ Emailing</li> <li>➢ Photocopying</li> <li>➢ Answering and dealing with telephone enquiries</li> <li>➢ Accurate minuting of meetings</li> </ul> </li> <li>• Collate, check and distribute reports</li> <li>• Liaising with pupils, parents/carers, staff and professional outside agencies</li> <li>• Arranging and attending meetings with pupils, parents/carers, staff and professional outside agencies</li> <li>• Assisting with the organizing of events e.g. Prom</li> <li>• Assist with pupil first aid/welfare duties</li> <li>• Reception cover</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos</li> <li>• Promote and safeguard the welfare of children and young people whom you are responsible for or come into contact with</li> <li>• 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</li> <li>• Be aware of, support and ensure equal opportunities for all</li> <li>• Appreciate and support the role of other professionals</li> <li>• Participate in training and performance development as required</li> <li>• Any other duties as deemed appropriate to the post by the Headteacher</li> </ul>

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

The Headteacher 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: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Admin Assistant**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by</b> A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy - GCSE C (or equivalent) in English	E	A/I/S
First aid trained	D	A
<b>Experience and Knowledge</b>		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or busy environment	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I