



**North East  
Learning Trust**

**Admin Support Assistant  
Ashington Academy**  
Applicant information pack

# **Admin Support Assistant**

## **Required as soon as possible**

### **37 hours, Term Time plus 5 additional days**

**Grade 2, SCP 4 (£18,933) – 6 (£19,698) actual salary (£16,336 - £16,996)**

We are looking for an enthusiastic and experienced Admin Support Officer to join our team of committed staff providing administrative support across the Academy. This is an exciting opportunity to join a growing Multi-Academy Trust.

#### **The successful candidate will:**

- Has good literacy and numeracy skills
- Has knowledge of core administrative functions in an educational setting
- Has the ability to work as part of a team
- Has sound administrative skills, including organisational and interpersonal skills
- Has the ability to use relevant ICT applications
- Has the ability to maintain high levels of confidentiality.

#### **Deadline: Monday 21 June**

Shortlisting will take place Tuesday 22 June with interviews taking place week commencing 28 June 2021.

#### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.



# Job description

## Post title:

Admin Support Officer

## Responsible to:

Support Services Manager

## Job purpose:

To provide the day to day administrative support for school staff.

## Duties and responsibilities:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support to senior leaders, including organisational support for projects involving liaison with staff, students, parents and external providers
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening. This will include attendance at these events
- To support the Support Services Manager with administrative tasks
- To ensure that school reception and incoming calls are resolved with the highest level of customer service
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To administer the online payment system and receipt of income in line with school procedures
- To work to school priorities and deadlines in line with agreed procedures, including support for the Data and Exams Manager at key exam periods
- To receive all incoming emails to the school admin account and forward them to the relevant member of staff
- To administer the booking of school facilities for hire and community courses ensuring that all NELT procedures and health and safety regulations are complied with
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To support curriculum areas in the timely preparation of materials and resources
- To support curriculum areas in the preparation of wall displays
- To monitor security and ensure visitors to the site are dealt with appropriately
- To maintain manual and computerised records
- To distribute incoming mail and organise outgoing mail
- To support the ordering and distribution of school uniform
- To support the administration of room bookings
- To maintain and record information for school trips
- To provide cover for front office duties as and when required
- To undertake first aid duties and manage the flow of incidents as requested
- To be a part of the Support Services Team

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to

comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person specification

	Essential	Desirable
Education/training	<p>Good literacy and numeracy skills</p> <p>Knowledge of core administrative functions in an educational setting</p> <p>First Aid qualification (or willingness to undertake)</p>	<p>Relevant qualification in office administration and/or ICT applications</p> <ul style="list-style-type: none"> <li>Level 2 qualification in literacy and numeracy</li> </ul>
Experience	<p>Experience of working in an administrative/customer services setting</p> <p>General technical/resource support</p>	<p>Relevant experience in a school/educational setting</p> <p>Experience of working within financial procedures including cash handling</p>
Aptitude and skills	<p>Well-developed negotiation skills</p> <p>Ability to follow instructions and work to deadlines</p> <p>Sound communication skills, both written and verbal</p> <p>Ability to work as part of a team</p> <p>Precision and speed required when maintaining all records</p> <p>Sound administrative skills, including organisation and interpersonal skills</p> <p>Ability to use relevant ICT applications e.g. MS Word, Access, Excel</p> <p>Ability to maintain high levels of confidentiality</p>	<p>Working knowledge of SIMS</p>
Personal qualities	<p>Have energy, enthusiasm and initiative</p>	

## References:

Any relevant issues arising from references will be taken up at interview.

## DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.