



**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. Our school is a caring community, one based on mutual respect, a school where students feel safe and supported throughout their time with us.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

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 24 January 2022

Shortlisting will take place Tuesday 25 January with interviews taking place week commencing 31 January 2022.

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 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

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

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

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.

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