



Post Title	Administration Assistant
Salary range/grade	Grade 3 pay point 5-8 £14,140 - £15,655
Responsible to	Head Teacher
Type	Full time, term time only
Base	Pierview Academy, Gravesend
Job Purpose	
<p>To work as part of the Learning Support Team in a school for young people who have a variety of special educational needs and disabilities. The role will involve performing administrative, office support activities for the Senior Management Team and acting as the schools receptionist. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.as well as other internal duties with staff and students.</p>	
Key Tasks and Activities:	
<ol style="list-style-type: none"> 1. To build and maintain successful relationships with pupils and staff. Treat them consistently with respect and consideration. 2. To be the schools receptionist, hence greeting visitors and assisting all who arrive and depart from the school 3. Ensuring all staff, students and visitors sign in and out correctly 4. Monitor and record attendance, including; signing in students, staff & visitors. 5. Organising and monitoring petty cash in accordance to school policy 6. Keeping the staff Driving at Work spreadsheet up to date and ensuring all driving documentation is current and filed. 7. Oversee the coordination of transport arrangements and administration of company vehicles. 8. Processing/recording stationary and resource orders ensuring the finance procedure is adhered to by all staff. 9. Managing student information and updating files. 10. Archiving 11. Processing new employee information 12. Administering DBS Checks 13. Keeping staff training records 14. General Administration Duties 15. Minute Taking in various school related meetings 16. Supporting the Head Teacher to ensure all Health and Safety Regulations within the school are adhered to. 	

17. Any additional task requested that is in keeping with the job title Administration Assistant.

Knowledge and Understanding

1. To gain an understanding of the school's processes, policies and procedures.
2. To understand the meaning of confidentiality and ensure all relevant documentation remains confidential.
3. To know how to use ICT to advance administrative duties.
4. To have achieved a qualification in English / literacy and mathematics/numeracy equivalent to at least level 2 of the National Qualifications Framework.
5. To gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the SEND Code of Practice.
6. To work as part of the team liaising, advising and consulting where appropriate.
7. To identify personal training needs and to attend appropriate internal and external in-service training.

Personal Development and Well-Being

1. To support the school's drive for high standards by treating students with respect
2. To support and contribute to the school commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.

Environment and Supervision

1. To ensure that the personal working environment is clean and tidy, well presented and welcoming
2. To participate in ALP School's duty rota as directed

Key Performance Indicators

1. Ensuring all administration duties listed above are up to date, organised and well presented.
2. Good punctuality and attendance

Expectations and Values

ALP School are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the schools dress code.

3. Contribute to development through team meetings.

All staff have a responsibility for understanding and adhering to the safeguarding policy and the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the school's policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

ALP Schools seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

- o To have or be willing to work towards achieving a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- o To have or be willing to work towards gaining an ICT qualification relevant to administration role (E)
- o Education to A' level or its equivalent and beyond (D)

Experience

- o Relevant experience of working in an administration role within a similar setting (E)
- o Experience of working with clear guidelines, procedures and adhering to child protection and Data protection guidance (E)
- o Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)
- o Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- o Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

Knowledge, Skills and Abilities

- o Willingness to keep up to date/complete relevant administration training as and when needed (E)
- o Excellent interpersonal skills with both adults and children. (E)
- o Willingness and ability to work as part of a team. (E)
- o Ability to communicate effectively both verbally and in writing. (E)
- o Ability to prioritise and organise own work. (E)
- o Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines. (E)

- o Ability to work flexibly in a rapidly changing environment (E)
- o Computer literate (Word, Excel, Outlook and internet) (E)
- o Excellent interpersonal skills, inc active listening (E)
- o Strong organisational, planning and time management skills (E)
- To have experience of cash handling (E)
 - o Knowledge of Health and Safety procedures and their application. (D)
- Good Knowledge of special educational needs and disabilities (D)
 - o Proactive approach to problem solving (D)
 - o Strong understanding of youth and wider community issues (D)
 - o Knowledge of social media (D)

Personality and Social Skills

- o To have a positive and professional approach to work (E)
- o To enjoy working with young people. (E)
- o To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- o Committed to raising standards and continuous improvement. (E)
- o Ability to maintain confidentiality in the light of handling sensitive information (E)
- o Good communication and social skills, with a good sense of humour (E)
- o Ability to work flexibly with reference to time and location and meet deadlines (E)
- o Ability to cope with difficult interpersonal behaviour and language (E)

Other Factors

- o Full and current driving licence with use of a vehicle for work (D)
- o Willingness to drive a company vehicle (D)