**Job Description**

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| **Job Title:** | **Administrative Assistant** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | The Administrative Assistant will work closely with other members of the team to provide effective and efficient administration support across Dollar Academy. They will be required to act on their own initiative or on the authority delegated from the Deputy Rector. |
| **Key Responsibilities and Duties** | All Admin Assistants will be available to respond to those daily occurrences within the office which includes but is not limited to:* Answering telephones
* Staff requests
* Pupils' needs
* Parent requests

In order to ensure all areas of the Academy are supported each Administrative Assistant will assume responsibility for certain tasks and provide support for other duties which include but are not limited to: * Admin support for Admissions/Boarding/HR/Nursing Centre/Sports/Regent/Buses
* UCAS
* SOCS
* School Cloud (Parent’s Evening System)
* Ridekura (Bus Management System)
* Net Access Control (Door Access System)
* First Term Forms
* Photo ID’s (on request)
* Staff Contact / Car Registration Update
* Pupil Files
* CCF Dining In Night (admin support)
* Careers Convention
* Post
* Leavers and New Pupil Admin
* PPR
* External Conference Hosting (admin support)
* Work Experience
* Mailroom / Staffroom / Noticeboards
* Email Groups
* School Communications – emails etc
* Registration
* Christmas Admin:
* Mobile Phones
* Boarding Holiday Arrangements
* Stationery Stock Check / Procurement
* Petty Cash
* Fire Orders
* Prep 1 Visit
* Easter Service Admin Support
* Honours Board
* Staff / Pupil Diaries and Planners
* Leavers / Farewell Letters
* Name Badges
* Emergency / Healthy Minds Cards
* Coloured Forms
* Minibus Diary
* Team Lists
* Education Maintenance Allowance
* SOOS

**Miscellaneous*** Participate in training and development as required
* Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy
* Undertake any duties commensurate with grade
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**Person Specification**

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| **Qualifications** | * National 5 in Maths and English (A-C) or equivalent
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| **Knowledge and Experience** | * Experience of working in a busy office environment
* Previous experience of working within the education sector would be advantageous but not essential
* Familiar with working in a customer facing role
* Confident in the use of IT (including Word, Excel, Outlook
* The ability to perform more complex IT tasks that may require the integrated use of more than one application
* Familiarity with databases and a flexible approach to new IT products
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| **Skills and Attributes** | * Attention to detail and a high level of accuracy
* Able to handle sensitive and confidential information appropriately
* Ability to multi-task, with excellent time management skills to deal with complex and conflicting priorities
* Able to work on own initiative and with little guidance
* Excellent telephone manner and a friendly disposition
* The ability to relate to a wide variety of people in the course of the day
* Enjoyment of working in a flexible manner with children and staff
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