

Job Description

Job Title	Administrative Assistant
Department	Administration
Reporting to:	Senior Business Administrator and Headteacher
Main Purpose of the role	
<p>The core purpose of the role will be to support the financial and administration functions of the UTC.</p> <ul style="list-style-type: none"> • You will report directly to the Senior Business Administrator. • You will work closely with other members of the administration team to facilitate the efficient and cost-effective running of the UTC. • You will also contribute towards an effective working relationship between the UTC and SGS Academy Trust. 	
Key Tasks / responsibilities:	
<p><u>General</u></p> <p>As a member of the administration team, you will be a friendly and helpful point of contact for all members of the UTC community. The tasks which are listed below will form the core of your role, but the cyclical nature of school life means that you will be expected to support in other ways throughout the academic year.</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • Working with SGSAT Finance team to ensure adherence to all Regulations • Seeking cost-effective options to meet the needs of the UTC • Administering those aspects of the financial system that are delegated to you, including (but not limited to): <ul style="list-style-type: none"> • liaising with suppliers • raising purchase orders • placing orders • chasing orders • checking and receipting deliveries, and distributing items • producing and filing financial documents <p><u>Administration</u></p> <ul style="list-style-type: none"> • Responding to queries and requests for assistance, in whatever form, from staff, students, parents, suppliers and other members of the wider UTC community or general public • Taking joint responsibility for answering the telephone and dealing with office @ emails daily • Taking messages and passing them onto the relevant person in a timely manner 	

- Dealing with queries and following through until completed, providing feedback when required
- Taking in post, sorting, distributing, filing and sending
- Photocopying
- Printing
- Reception cover
- Supporting in all aspects of the recruitment and induction of new students
- Leading on the administration aspects of disciplinary processes, including exclusions
- Supporting the Data and Exams officer
- Designing, printing, laminating and distribution of signs and other documents when required

Attendance Administration

Acting as the lead administrator for attendance, you will:

- Ensure that student attendance and absence are recorded in a timely and accurate manner.
- Ensure that requests for absence are passed to the senior team for authorisation.
- Communicate with staff and senior leaders to ensure that registers are completed appropriately and in line with legal requirements.
- Work closely with the VIP team to ensure that information about students, particularly those who are vulnerable, is shared effectively.

Employability Administration

You may be called on to provide administration support to the Employability Co-ordinator as required, in particular to ensure the efficient set-up and running of the Work Experience programme.

First Aid

With appropriate training and certification, you may be called upon to support the First Aid team in responding to student medical needs.

Role Dimensions

In addition to the particular requirements and characteristics of individual roles, all staff employed by SGS Academy Trust are expected to actively support the achievement of SGS Berkeley Green UTC's goals and, at all times, both internally and externally, to behave in a manner consistent with our mission and values. This means:

- Performing your role and delivering your service in a way that helps the SGS-AT achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of SGS-AT as one that is committed to the highest standards of delivery and service.

- Sharing the SGS-AT's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
- Sharing and prioritising the effective implementation of SGSAT's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety.

Key Interfaces

- Staff, parents, students and prospective students
- Members of the SGS Academy Trust
- Suppliers
- Auditors

Measurable Performance Standards

- Quality of work
- Accuracy of work
- Performance against response times
- Successful completion of appraisal

Critical Competencies

- Takes Initiative
- Enthusiastic
- Attention to detail
- Interpersonal Skills
- Optimistic
- Team player
- Organisation and time-keeping skills
- A keen learner

Role specific competencies:

- IT Literacy
- Excellent literacy and numeracy skills

Experience / Skills

- Administration Experience : Essential
- A working knowledge of Finance : Desirable
- Excellent literacy and numeracy: Essential
- Strong working knowledge of Microsoft operating systems and desktop products, especially Word and Excel : Essential
- First Aid trained: Desirable

Level of Disclosure and Barring (DBS) disclosure required					
Enhanced					
Author and Date					
Louise Davies - 18 August 2021					
Job Evaluation (HR Completion)					
Score		Profile		Level	

As the needs of the UTC change so the above job profile, duties and location of the role within the UTC will be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Fluency and confidence with digital systems	✓		Application form
Recently updated safeguarding training		✓	Application form
A willingness to undertake appropriate Continuing Professional Development	✓		Application form/interview
Experience and knowledge			
Experience of working in an educational setting		✓	Application form/interview
Experience and knowledge of finance processes	☐	✓	Application form/interview
First Aid training (or a willingness to be trained)	☐	✓☐	Application form/interview

Skills and attributes/traits			
Excellent working knowledge of Microsoft products, including Word and Excel	✓ <input type="checkbox"/>		Application form/ interview
Highly developed communication, liaison and networking skills.	✓		Application form/ interview
The ability to analyse and solve problems in a timely fashion.	✓		Application form/ interview
The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	✓		Application form/ interview
Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	✓		Application form/ interview
A lifelong learner, keen to acquire and apply new knowledge and skills.	✓ <input type="checkbox"/>		Application form/ interview
Excellent inter-personal and team-working skills	✓ <input type="checkbox"/>		Application form/interview