

## **JOB DESCRIPTION**

### **KICKSTART – Administrative Assistant**

**POST: Kickstart – Administrative Assistant**

**REPORTS TO: Office Manager**

#### **Post Summary**

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other Academy policies and procedures.
- Provide general administrative support for the Academy.
- Assist with the production of correspondence.
- Filing and photocopying.
- Assist with the dealing of queries and complaints.
- Use information systems and prepare information for internal use within excel and word and PowerPoint.
- Assist with the organising and facilitating of meetings and training events within the Academy.
- Deal with enquiries from students and families.
- Help ensure the prompt circulation of information throughout the Academy.
- Support at Academy events including open evening and parents' evenings.
- Ensure technology is used in accordance with Academy policies and procedures.
- Support the preparation and distribution of academic reports.
- Incoming and outgoing post

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**