

# JOB DESCRIPTION

Job Title:	Administrative Assistant	Reporting to:	Operations Manager
Location:	City Academy	Annual salary:	Grade 2 £18,562 – £20,493 pro rata
Contract type:	Permanent, TTO	Hours of work:	Monday - Friday 36.5 hours per week (flexible)

## JOB PURPOSE AND RESPONSIBILITIES

Provide an efficient and effective office support function for the Academy and Trust as required, taking independent and pro-active action where appropriate to resolve administrative matters.

## MAIN DUTIES

- Provide administrative support including word processing, filing, arranging photocopying and collating of resources.
- To update and maintain the data collection systems and run reports as required.
- To provide support as required to coordinate the cover information system on a daily basis including the liaison with staff in relation to daily cover matters.
- To support the Operations Manager in maintaining school records such as the schools Single Central Record, attendance database, SIMS records etc.
- To provide administrative support to the Academy SLT and Operations Manager in relation to recruitment processes and safeguarding matters.
- To provide administrative support for the processing of financial information e.g. to raise purchase orders, processing of invoices, providing receipts for student payments etc.
- To provide cover and support for the school reception; taking clear telephone messages, welcoming visitors and booking them in to the system, providing effective customer service to students, their families and/or carers, third party suppliers, team members, and management.
- To work collaboratively with colleagues to ensure that the administrative processes are efficient, effective and compliant with regulatory requirements.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.



## **SPECIAL CONDITIONS OF EMPLOYMENT**

### **REHABILITATION OF OFFENDERS ACT 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **EQUALITY AND DIVERSITY**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **TRAINING AND DEVELOPMENT**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Job Description Reviewed on:	May 2021
Job Description Reviewed by:	Head of People and organisation development



## **MOBILITY**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

# PERSON SPECIFICATION



Job Title:	General Administrator	Reporting to:	Operations Manager
Salary:	Grade 2 £18,562 – £20,493 pro rata	Location:	City Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths (grades A*-C) or equivalent</li> </ul>	X	
<b>Experience, Knowledge, Skills /Competencies</b> <ul style="list-style-type: none"> <li>Substantial experience of working within an office environment</li> <li>Experience of working within a school office environment</li> <li>Experience of a wide range of administrative functions</li> <li>Competent in using ICT packages such as Microsoft Word /Excel and database systems (SIMS) including mail merge</li> <li>Knowledge of the law relating to education and child care</li> <li>Knowledge of safeguarding</li> </ul>	X  X X  X	X    X
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and able to meet deadlines</li> <li>Ability to prioritise workload and multi-task</li> <li>Excellent communication skills (including written, oral and presentation skills)</li> <li>Excellent interpersonal skills</li> <li>A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme</li> </ul>	X  X X  X X	

# HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Joanna Sargent on [JSargeant@CoreCity.Academy](mailto:JSargeant@CoreCity.Academy)

To apply for this role please submit your CORE application form of interest to [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk) by Wednesday 5<sup>th</sup> October 2021.

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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0121 389 2824

[enquiry@core-education.co.uk](mailto:enquiry@core-education.co.uk)

CEO: Adrian Packer CBE

[www.core-edcuation.co.uk](http://www.core-edcuation.co.uk)

  @COREeducate



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23 Langley Walk, Ladywood  
Birmingham  
B15 2EF

0121 729 7100

[enquiries@corecity.academy](mailto:enquiries@corecity.academy)

Senior Headteacher: Greg Williams

Head of School: Rekha Shell-Macleod &  
Rebecca Bakewell

[www.corecity.academy](http://www.corecity.academy)

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