



The Holy Trinity Church of England Secondary School

Administrative Assistant **Job Description**

Salary: West Sussex Grade 4 + Crawley Fringe Allowance

Hours: Term time only (+5 inset days) – 27.5 hours per week.
Daily 8.30 – 2.30 with half hour break.

Position Level SCHG51a Administration3

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

NB: This is a new post. Duties and responsibilities will be reviewed within one year.

Reporting to:	<ul style="list-style-type: none">• Performance & Improvement Manager
Responsible for:	<ul style="list-style-type: none">• Being part of a team of staff undertaking a range of administrative tasks. The principle focus will be administrative assistance to the Performance Improvement Manager but there are requirements for providing administrative assistance to other areas as required, including covering the main school reception.
General:	<ul style="list-style-type: none">• To share in the corporate responsibility for the wellbeing and discipline of the students attending the school.
Duties:	<p>Main Tasks</p> <ul style="list-style-type: none">• Administrative support to Performance and Improvement Manager to include but not restricted to data entry of information, collation and production of student reports and generation of simple data analyses.• Progress chasing for data returns, assessment information and class allocations.

	<ul style="list-style-type: none"> • Assistance with completion of statutory returns. • Responsibility for uploading reports and other assessment data to Sims Learning Gateway (SLG). Producing paper copies where necessary. • Administrative support as directed, including providing support to the main school reception, as required. • Attendance at selected parent consultation meetings, as appropriate. This may require after hours working from time to time.
Generic Duties	<ul style="list-style-type: none"> • To deputise in the absence of other staff.
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the administration team</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Willing to complete and obtain clearance for DBS Check at Enhanced level	✓	
Entitled to live and work the UK	✓	
Good knowledge of and confident using Word and Excel	✓	
Have experience of other MS Office programs, together with an aptitude for new IT applications		✓
Previous experience of working with MIS and databases	✓	
Knowledge of SIMS (training will be provided)		✓
Fast learner, picks up most things first time	✓	
Good oral and written communication skills; able to form good working relationships with adults and children	✓	
Personable, but prepared to stand ground when required	✓	
Efficient, organised, works accurately and pays attention to detail	✓	
Ability to keep calm and focussed in pressurised situations	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Enthusiastic	✓	
Can use own initiative, self starter	✓	
Problem-solver with a “can do” approach	✓	
Persistent and tenacious	✓	
Strong ‘customer’ service ethic	✓	
Flexible and team player	✓	
Representative of the school’s ethos and core values	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English and Maths	✓	