



Administrative Assistant

(Responsible for HR administration)

Job Purpose

Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the main office and reception. Supports all staff through a variety of tasks related to organisation and communication. Responsible for confidential and time sensitive material. Well aware of a variety of the field's concepts, practices and procedures relating to Calthorpe Academy and Thrive Educational Partnership to ensure an excellent relationship between our Academy and the Trust.

The Administrative Assistant will have the ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. The Administrative Assistant will work under the Head Teacher's expectations, the Academy ethos and code of conduct and the guidance and direction from the Administrative Manger. All specifications and duties of the Administrative Assistant can be reviewed at any time and amended with consultation with the post holder and under the Head Teacher approval.

General support required

- Answer and direct phone calls with high quality service to all stakeholders
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Provide general support to visitors
- Provide information by answering questions and requests
- Handle multiple projects
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending trainings; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of other staff

- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply effectively and efficiently to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Manage staff appointments
- Photocopy, laminate and print out documents on behalf of other colleagues
- Support SLT link to Health and Safety around fire alarms (registers etc.)

Specific duties: Human Resources Related Tasks

Recruitment responsibilities

(All responsibilities will be in line with the most recent guidance around safer recruitment)

- Keeping up to date with the most recent guidance around safer recruitment
- Undertake Right to Work checks
- Document checks ensuring all documents required signed in file
- Application form check
- Process DBS new starters
- Source and check references
- On-line courses checks
- Send calendar request to Head and Behaviour Lead for Safeguarding & Behaviour Training
- Risk assess positive DBS with the Head Teacher
- CMIS management and updates around staffing data

Personnel Files

- File notes of any issues – receiving from SLT
- Archive and destroy files according to GDPR compliance

Probation Period Management

- Manage the data upload with current and accurate information
- Mid review meetings
- At end of probation confirm from HoD/SLT paperwork
- Issue letter confirming extension or passing of probation

Leave of Absence

- Manage the data upload with current and accurate information
- Following Trust Policy of LOA, act as second signature of authorisation
- Sickness administrative management
- Regularly keep in touch contacts on LTS – record with date and initials
- Pastoral support where necessary
- Back to work meet/support/risk assess, if necessary
- Issue formal letters at various stages
- If returning from LTS, the arrange safeguarding updates with Head Teacher

Maternity/Paternity

- Discuss and record with staff any queries re pay/time off/timescales

- MatB1 record for insurance claim
- Arrange 20 week risk assessment with HoD
- Arrange Safeguarding training with Head Teacher on return to work

Timekeeping

- Daily export beeping in report
- Check calendar and sickness and produce absence report
- Lateness procedures checks (staff signing in in reception)
- Check with classes for any accounted staff members
- Keep a record of late arrivals
- Implement late policy in collaboration with SLT
- Payroll impact
- Send any pay related queries to Thrive Central Team
- Weekly return of absence/sickness/salary and any changes to staff personal details

Single Central Record management

- Keep Academy SCR up to date in line with the latest DfE requirements
- Regularly work with reception to ensure visitors (who meet frequency threshold) are on SCR
- Liaise with medical/physio to keep updated information

Signed Date