



Job Description	
JOB TITLE	Senior Administration Assistant
JOB FAMILY	Office Admin
PHASE	Secondary
SALARY GRADE	Support Staff Pay Group 3
HOURS	37 Hours, 39 weeks per year
REPORTING TO	Executive Assistant/ Office Manager
Job Purpose	
The postholder will provide a high standard of support, delivering an efficient, professional and robust communication and administrative service for the school as part of the office team.	
Duties and Responsibilities	
Communications • Ensure that the school website is monitored and kept up to date weekly • Promote the school with a daily good news story through the school's social media channels, with the minimum of one post per day • Produce a marketing and content calendar at the beginning of each academic year, including a weekly social media plan to support engagement, recruitment, and key school events throughout the year • Monitor media coverage and work closely with the Trust Marketing and Communications Team to coordinate all media visits and enquiries, ensuring appropriate liaison with the Senior Leadership Team (SLT) where required and maintaining a positive and consistent representation of the school • Ensure that communication with parents, staff and pupils is up to date, accurate and sent in a timely manner • Produce, publications, leaflets, posters etc. • Maintain and update the whole school calendar with events and meetings etc, including main hall bookings • Write and publish the weekly staff bulletin • Write and publish the weekly parents/ carers bulletin • Be involved in promoting internal and extra curricula activities • Build and manage the schools image bank/ photo library for TPA	



- Work with the Student Engagement Progress Manager and Data Manager to ensure compliance with GDPR requirements, ensuring that all pupils have the appropriate permissions and consents recorded and maintained accurately
- Provide event support as required for school events, including the planning, coordination and delivery of evening events such as Transition Evenings, Open Evenings and Progress Evenings, ensuring the smooth running of activities and a positive experience for pupils, parents and visitors
- Internal Display / Xibo Screens
- Ensure streamlined processes are in place to manage day-to-day requests from staff, including meeting regularly with Curriculum Leaders to understand their termly marketing, media and communication needs, and coordinating appropriate support to promote curriculum initiatives, student achievements and key events.

Finance

- Act as the primary point of contact for all enquiries related to financial transactions, including school trip payments, resource purchases, and lunch account payments
- Respond to, and resolve staff, student and parent queries in relation to the school's online payment system
- Be responsible for the recording and banking of monies collected for charities and trips etc.
- Order goods using the procurement system
- Support the Student Engagement Progress Manager and Data Manager in the administration of the school's payment systems, including the enrolment of biometric fingerprints for all new Year 7 students, ensuring that all processes are carried out in line with GDPR requirements and parental consent procedures
- Create and set up educational visits and trips on Arbor, overseeing the collection and monitoring of payments, producing relevant reports, and following up on outstanding balances where required

General Administration:

- Assist with the reception area when required, answering the telephone, filtering enquires as appropriate, taking and passing on messages to appropriate members of staff
- Assist in taking minutes of confidential meetings
- Provide administrative support to the Senior Leadership Team
- Manage the administration of school trips
- Support the Student Engagement Progress Manager with ensuring policies are reviewed in line with statutory school deadlines and ratified through the governing board
- Provide administrative and organisational support to the Office Manager in coordinating communication and activities involving the School Governors.



- Provide support and clerking services for Governance Disciplinary Committee meetings and, where required, the Annual Governance Board, including the preparation and distribution of agendas and papers, taking accurate minutes, maintaining confidential records, and ensuring effective administrative support in line with governance requirements

Working with colleagues and other relevant professionals

- Work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances.” All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct.”
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.



All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- Actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining, and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents, and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a **Senior Administration Assistant** within Thinking Schools Academy Trust.

Name:.....

Signed:

Date:



Person Specification	Essential	Desirable	How Assessed
Education & Professional Qualifications			
GCSEs (or equivalent) in English and Maths at Grade C/4 or above	✓		Application
Level 3 or 4 in Business Administration		✓	Application
First Aid at Work Certificate		✓	Application
Experience			
At least 2 years of experience within a comparable role gained within a busy customer facing, administrative role	✓		Application
Practical experience operating within an educational or school setting	✓		Application
Experience in staff line-management or HR-related activities	✓		Application / Interview
Experience of handling data management, confidential records and compliance	✓		Application / Interview
Knowledge			
Computer literate: Experienced in using Microsoft Office 365 Suite particularly Word, Excel and Outlook	✓		Application
Working knowledge of school information systems (MIS)		✓	Application / Interview
Personal Skills & Attributes			
Models the TSAT Values: Child First, Aspire, Challenge, Achieve	✓		Application / interview
Possess excellent written / verbal communication skills with the ability to communicate with students, staff, and external stakeholders in a professional manner	✓		Application / Interview / Skills Assessment
Ability to quickly establish positive working relationships with a wide range of people from within the school	✓		Application / Interview
Demonstrates patience and the ability to remain calm and focused when working under pressure in an environment with frequent interruptions	✓		Application / Interview
Demonstrates a non-judgemental, approachable, and empathetic demeanour	✓		Application / Interview
Demonstrates the ability to work with high levels of confidentiality	✓		Application / Interview
Self-motivated with the ability to use own initiative & make decision within own area of responsibility	✓		Application
Highly organised with the ability to plan, prioritise and manage own workload in an effective and efficient way	✓		Application / Interview / Skills Assessment
Ability to work effectively under pressure, to prioritise appropriately and to meet deadlines	✓		Application / Interview
Ability to lead and direct the work of others	✓		Application / Interview
Demonstrates high levels of accuracy and attention to detail	✓		Application / Interview / Skills Assessment
Is flexible and adaptable to the demands of the role	✓		Application
Possess the right to work in the UK	✓		Application
Safeguarding & Welfare of the School Community			
Knowledge, awareness, understanding & commitment to the protection and safeguarding of children & young people	✓		Application
The ability to maintain appropriate relationships with all members of the school community	✓		Application
The ability to manage colleague & student behaviour in a positive way	✓		Application
Demonstrates an awareness, understanding & commitment to equal opportunities	✓		Application