



### Job Description

<b>Job Title:</b>	Administrative Assistant				
<b>JE Code:</b>	A4723	<b>Evaluation:</b>	410 points	<b>Grade:</b>	N4
<b>Date:</b>	September 2021		<b>Status:</b>	Final	
<b>Responsible to:</b>	Head of Business Services				
<b>Responsible for:</b>	N/A				
<b>Job purpose:</b>	To provide comprehensive administrative support to the Central team.				

#### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Create and maintain records, organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and calendars, etc.
2. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
3. Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
4. Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, updating websites, flow charts, diagrams, tables and basic analysis of data.
5. Collate reports as required.
6. Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.
7. Assist the trust's Finance Officer with financial administration by processing orders, invoices, accounting for cash/expenditure etc in accordance with the NEAT Financial Handbook.
8. Engage and liaise with staff, stakeholders, partners and families as appropriate to meet the requirements of the central team including the provision of reception service.
9. Support and arrange events.

10. Provide administrative support to central team colleagues for meetings, events, board and committee meetings including communicating with attendees, collating and distributing agendas and documentation.

### **Trust responsibilities**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young person's s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.