

Post Title	Admin & Data Support Assistant		
Post Ref No.			
Responsible To	Office Manager		
Grade	Grade 3A/3B		
FTE Salary	£18,887/£19.264	Actual Salary	£18,887/£19.264
Contracted Hrs.	37 Hours per week	Full Year	Full year
Place of Work	Workington Academy		

Purpose	- To provide a first-class reception service which will include answering telephone, face to face enquiries and signing in visitors. - Provide organisational support for exams and data.
Main Duties	- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner - To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate - To allow access to the school site whilst having a high regard for security - To ensure visitors sign in and are provided with a visitor's badge and any relevant documentation - To assist with the production of letters and messages to parents - To support with the recording, monitoring and production of reports - To enter and remove data from SIMS. - To provide admin assistance for the organisation of Progress Evenings and for internal and external exams, under the guidance of the Exams Officer. - Provide support for the tracking of student achievement data. - To distribute internal and external post and correspondence as appropriate - To undertake filing and photocopying; to assist users with the operation of the photocopier including changing inks and attempting to resolve issues - To be responsible for the maintenance and monitoring of the photocopiers, printers - To receive deliveries - To provide administration assistance as required by the Office Manager and the Leadership Team. - To provide support during school events - Ensure all information is treated confidentially and have absolute discretion at all times - Administer general first aid

General;	- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager - To comply with individual responsibilities, in accordance with the role and for health and safety in the workplace - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. - The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment - The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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	Essential	Desirable
Qualifications/Training (Competencies)	5 A*- C GCSEs or equivalent - Good numeracy/literacy skills	- NVQ 2 or equivalent qualification or experience in relevant discipline - Evidence of further training in school-based systems
Relevant Experience	- General clerical/administrative/data work - Working in a busy office/reception environment	Previous experience in a school environment
Knowledge	- Effective use of ICT packages; Microsoft Word, Excel and Outlook - Use of relevant equipment/resources	- Knowledge of relevant policies/codes of practice & awareness of relevant legislation - Knowledge of Microsoft TEAMS
Skills	- Ability to produce professional, accurate and factual documents - To be discreet and observe the rules of confidentiality - Good oral and written communications skills - Organisational ability - Ability to plan own work and work on own initiative - Ability to prioritise work to achieve deadlines - Ability to form and maintain professional relationships with members of the Board of Trustees, senior managers and other employees	

	• Ability to work as part of a team • Ability to present in a professional and courteous manner at all times • Current first aid qualification or willingness to undertake training	
Personal Qualities	• To be reliable, honest and trustworthy	

Our Academies:

ADDITIONAL INFORMATION	• Occasional attendance at meeting outside of normal hours. • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post. Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff members are required to complete an enhanced DBS disclosure.



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