



Ormiston Meadows Academy
Matley
Orton Brimbles
Peterborough
PE2 5YQ

t: 01733 231008
e: office@ormistonmeadows.co.uk
w: www.ormistonmeadows.co.uk
Principal: Mrs K Moore

Be your Best, Expect the Best, Succeed Together

Administration Assistant Level 1

Location: Ormiston Meadows Academy
Salary: OAT Grade 2, scale point 3-5 (£18,562 – £19,312 FTE) Actual Salary £8813 to £9169
Status: Term Time plus 2 weeks per year (40 working weeks)
Hours: 20 hours per week over 5 days (to start asap)
Reports to: Vice Principal

We are looking to recruit a dynamic and committed Administration Assistant to join our dedicated Admin Team

Purpose of the job

Working under the supervision of the School Business Manager/Vice Principal to provide high quality clerical and administrative support to the Academy, including general office duties and supporting the Academy's Special Educational Needs and Disability Co-ordinator

Administration

- Provide administrative support to the Academy's SEND Co-ordinator
- Deal with general enquiries either by telephone or face to face and sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail and assist with monitoring the academy's email address.
- Provide administrative support including word processing and IT based tasks including knowledge of various ICT packages and the operation of office equipment.
- Process forms and returns including those to outside agencies.
- May undertake payroll administration.
- May be the first point of contact for sick pupils and liaise with parents/carers/staff.
- Organise meetings and take notes at meetings.
- Assist with producing marketing and promotional material for the school.
- May assist with the administration of school lettings and other uses of school.
- May assist with website administration.

Resources

- May monitor and manage stocks and supplies, selling and distributing as required.

Systems, policies and procedures

- Contribute to the planning and development of administrative procedures and systems.
- Knowledge of and adherence to school administrative systems, policies and procedures.

Team Involvement

- May demonstrate administrative duties to new or less experienced staff.

Building professional relationships

- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

Record keeping and information management

- Maintain and updating of records and systems.



Ormiston Meadows Academy
Matley
Orton Brimbles
Peterborough
PE2 5YQ

t: 01733 231008
e: office@ormistonmeadows.co.uk
w: www.ormistonmeadows.co.uk
Principal: Mrs K Moore

Be your Best, Expect the Best, Succeed Together

Problem solving and decision making

- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.

Knowledge, skills and experience

- Knowledge for implementing a range of administrative procedures, including IT packages and systems. Knowledge and skills equivalent to national qualifications level 3.
- IT and keyboard skills.

Physical demands and working conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment.

Generic

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Visits welcomed - please contact the Academy on 01733 231008 to arrange a visit

To apply, please visit <https://oatcareers.co.uk/job/administration-assistant-1>

Closing date 29/10/2021
Interviews to be held 05/11/2021