

## JOB DESCRIPTION

### Administrative Assistant

**PLACE OF WORK:** Ebor Academy  
Trust Central Services, York

**CURRENT GRADE:** Grade 1 currently  
£14,733 - £15,204, pro rata for 45 weeks per  
year

**REPORTS TO:** Trust Business Manager

**1. MAIN PURPOSE OF JOB**

To ensure that the Trust's Central Services Team receives excellent administrative support, so it in turn can provide excellent services to schools.

**2. KEY TASKS**

i. Greeting and routing visitors

ii. Answering incoming calls

iii. Photocopying

iv. Getting refreshments for visitors

v. Ordering office supplies and raising purchase orders

vi. Maintaining the photocopier with paper and toner and reporting faults

vii. Distributing post and posting outgoing post

viii. Help set up training courses, ordering and collecting refreshments, photocopying resources and setting up tables etc.

ix. Sending out flyers and email reminders for courses.

x. Provide registers for courses.

xi. Maintain the weekly "whereabouts" sheet for the central services team.

xii. Entering visitors into the school electronic system.

xiii. Checking the general email account and distributing messages to appropriate staff members for action/ response.

xiv. Arrange and log meetings on google calendar

	xv.	Send out press releases and vacancy details
	xvi.	Take in deliveries and distribute, put goods receipt on system and put away deliveries
	xii.	Booking in audits, inspections and other meetings for the Estates Manager
	xiii.	Maintaining records of inspections and audits for the Estates Manager
	xiv.	Comply with all Academy and Trust policies and procedures
	xv.	To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust's appraisal process
	xvi.	Any other reasonable duties commensurate with the level of the post
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> none	
<b>4.</b>	<b>MAIN CONTACTS &amp; RELATIONSHIPS</b> Internal: <ul style="list-style-type: none"> <li>• Central Services Team members</li> <li>• HR and Finance colleagues</li> <li>• Ebor senior managers</li> <li>• School staff</li> </ul> External: <ul style="list-style-type: none"> <li>• Suppliers of goods and services</li> <li>• Trainers and delegates on training courses</li> </ul>	
<b>5.</b>	<b>SPECIFIC AREAS OF RESPONSIBILITY</b>  This position provides administrative support to the Central Services Team, including the Trust Business Manager, the Estates Manager and Administrative Officer. Occasionally the role may require providing support to other areas of the Trust as required, including Governance, HR and Finance.	

## PERSON SPECIFICATION Administrative Assistant

<b>6.</b>	<p><b>KNOWLEDGE AND QUALIFICATIONS</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"><li>• A good general level of education</li><li>• A good standard of literacy for all written communications</li><li>• Computer literate</li><li>• A confident and polite manner on the telephone and in written communications</li></ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"><li>• An appropriate qualification in administration or customer service</li></ul>
<b>7.</b>	<p><b>EXPERIENCE</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"><li>• Experienced in working in an administrative capacity</li></ul> <p><b>Desirable, i.e. the postholder would ideally have:</b></p> <ul style="list-style-type: none"><li>• Experience of working in an office environment</li><li>• Experience of working in a school, or other environment with children</li><li>• Experience of working successfully in a customer facing environment</li></ul>
<b>8.</b>	<p><b>SKILLS AND PERSONAL QUALITIES</b></p> <p><b>Essential, i.e. the postholder must have:</b></p> <ul style="list-style-type: none"><li>• Ability to communicate effectively at all levels</li><li>• Ability to work within routine administrative procedures</li><li>• Excellent interpersonal skills</li><li>• Strong time management and organisational skills</li><li>• Meticulous eye for detail and accuracy</li><li>• Ability to manage own time effectively and work to deadlines</li><li>• Flexible approach to work within the team</li></ul>