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| **HAYBROOK COLLEGE TRUST**  **JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT** | |
| **Responsible to:** | Centre Manager |
| **Main purpose of the job :** | |
| Provide a full range of administrative support to the Centre Manager and the staff team. | |
| **Responsibilities:** | |
| **General duties**   1. Provide all aspects of efficient and confidential administration support for the Centre Manager and staff team and general office duties. 2. Be the first point of call to the centre either in person or by telephone. 3. Take telephone calls and messages from internal and external callers on matters relating to the provision. 4. Make telephone calls for team members as necessary including contacting parent/carers regarding student absence. 5. Be responsible for the signing in registers for staff and visitors and issuing visitors with ID badges. 6. Sort and distribute post. 7. Maintain an efficient filing system and file documents as necessary both electronically and on paper. 8. Keep an inventory of stock and equipment and take responsibility for security and the checking in and out of supplies. 9. Prepare purchase requisitions on the IRIS Financials System and reconcile invoices to delivery notes. 10. Keep daily attendance records for pupils and maintain pupil data in the Arbor MIS. 11. Assist in the preparation and despatch of school reports to parent/carers. 12. Produce documents and correspondence within deadlines as required by the Centre Manager. 13. Record staff attendance daily and provide staff with the appropriate absence forms and information. 14. Ensure that student transport and travel passes are arranged quickly and efficiently where necessary. 15. Collate data on Free School Meals entitlement and forward information to Data Management Officer. 16. Act as point of contact and oversee day to day provision of school lunches. 17. Co-ordinate and manage the administration of Graduation ceremonies and special events. 18. Organise meetings and room bookings. 19. Ensure that the office area and the centre are well presented. 20. Report any health and safety concerns to the Facilities team and ensure that the centre is a safe environment for all users. 21. Be aware of and respect all the religious beliefs and cultures of all pupils, staff and visitors. 22. Maintain confidentiality and professional conduct at all times. 23. Ensure all confidential information, policies and procedures are adhered to. 24. Develop effective working relationships with colleagues and always maintain appropriate professional boundaries in relationships with children and work colleagues. 25. Develop own professional knowledge, skills and understanding through active participation at meetings and training. 26. Address areas of concern in line with Haybrook College policy guidelines.   **Additional duties**   1. Handle front line situations that arise in the absence of the Centre Manager and delegate to appropriate members of staff. 2. Other administrative duties as required. | |
| **Safeguarding Children** | |
| In accordance with Haybrook College Trust’s commitment to follow and adhere to the most recent version of the Department for Education’s guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.  You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People’. You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the Trust and uphold public trust and confidence at all times. | |
| **Confidentiality** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College and the Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. | |
| **Data Protection** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR and are properly applied to pupil, staff and Trust business/information. | |
| **Freedom of Information** | |
| The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures. | |
| **Smoking / Intoxicants Policy** | |
| No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College Trust. No smoking or intoxicants are permitted in any Haybrook College Trust vehicles or in any vehicle parked on any Haybrook College Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden. | |