

# Beacon Hill Academy



**JOB TITLE:** Post 16 Provision Admin Assistant

**GRADE:** Band B

**RESPONSIBLE TO:** Post 16 Team Leader

**KEY LIAISON WITH:** Post 16 Team Leader, Post 16 staff, Main Site admin team, outside agencies and service providers

**JOB PURPOSE:**

Provide a full range of administrative, secretarial, financial and welfare support within the Post 16 team.

To provide admin support for office duties as well as support with Curriculum resources and specific administrative support for Post 16 Team Leader

Work under own initiative to ensure workload is prioritised and efficiently completed.

Maintain electronic diary for Post 16 linked to main site diary. To book and co-ordinate attendance for meetings and type up and distribute notes and action plans.

To liaise with other professionals on behalf of the Post 16 team lead to support co-ordinated transition planning

To support with all general housekeeping in order to maintain smooth running of the Post 16 provision, including liaising with finance, health and safety and site managers to ensure maintenance takes place swiftly and effectively.

## **Main Responsibilities**

- To provide general administration support.
- To manage the Post 16 reception arrangements, greeting visitors, dealing with phone calls and managing the office diary.
- To liaise with the Main Site admin team to manage the delegated financial responsibilities at Post 16.
- To liaise with the Main Site teams to make sure all maintenance and health and safety issues are reported and addressed quickly and in the appropriate manner.
- To manage all administrative paperwork relating to the smooth running of the Post 16 unit, using Microsoft Word and Excel.
- To manage the Academy's liaison with outside agencies particularly around transition
- To take full responsibility for the organisation, day to day management, maintenance, development and quality assurance of the Post 16 team resources
- To liaise with families and outside agencies in an appropriate professional manner, respecting confidentiality at all times.
- To ensure daily housekeeping tasks are completed including laundry and staffroom clearing up (at times these may be carried out by students as part of their learning).
- To be the key liaison between the cleaning team and Beacon Hill site manager.

## **Admin support**

To provide administrative support to all members of the Post 16 team which may include: -

- Ordering
- Prepare inventory
- Dinner registers

- Collecting and recording students voluntary contributions
- Provision of reprographic support across Post 16
- Co-ordinating paperwork and organising meetings
- Support with production of curriculum resources
- Maintenance of evidence records
- The Post holder will be expected to maintain a high degree of confidentiality as they will be liaising directly with parents and families.

### **Continuing Professional development**

The post holder will be required to attend training relevant to their post.

### **Appraisal**

The post holder will be included in the school's Appraisal programme.

### **Health and Safety**

- To observe the requirements of and implement the Academy's Health and Safety Policy.
- To observe the requirements of Thurrock Council relating to Health and Safety in schools and to implement these as instructed.
- To understand their responsibility for H&S issues in their place of work.
- The post holder will be required to train as a Fire Marshal.

## Data Protection

The post holder will:

- comply with the school's policies about the protection of data
- comply with legal requirements placed on the school by GDPR
- not use data or information about pupils or school staff on internet or public network sites
- not act in a manner that would bring the school, Governing Body or Thurrock Council into disrepute

## General

**Other duties** - the duties and responsibilities set out in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

**Equal opportunities** - the post holder must carry out their duties with full regard the equality policies of the school and Thurrock Council.

**To undertake other duties that might reasonably be expected to be undertaken by a post holder at this level as directed by the Principal or their delegated representatives.**