



**Job Title:** Administrative Assistant

**Grade:** Scale 3

### **Overall Purpose of the Post**

To provide administrative support to the Central HR Team.

### **Main Duties and Responsibilities**

- Provide day-to-day administrative and clerical support to the Central HR Team
- Provide confidential administrative support as required, including note taking at casework meetings.
- Liaise with external bodies on behalf of the team, and to liaise with staff across the Trust circulating information when required.
- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required.
- Assist staff who come to the Central HR Team office, dealing with general enquiries and referring on more complex issues as required.
- Undertake filing/scanning on a weekly and monthly basis.
- Answering incoming calls to the team and directing them to the appropriate member of staff.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.