



Job Description

POST:	Academy Administration Support
GRADE:	SCP 7-11 (£24,294- £25,979 FTE) plus local Government Pension Scheme
RESPONSIBLE TO:	Operations Officer
RESPONSIBLE FOR:	Academy Leadership Team, relevant teaching and support staff, parent/carers and visitors, children, external agencies, other Oasis Academies and Oasis Community Learning central staff
LOCATION:	Oasis Academy Lister Park
WORKING PATTERN:	37 hours per week (full time or part-time), TTO plus 5 days
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	

To organise and provide administrative/reception support to promote efficient delivery of the purpose and mission of the Academy

DUTIES AND RESPONSIBILITIES

- Perform reception and telephone duties to provide courteous advice, information and help to staff, students, parents and the general public. To respond to a range of routine written, telephone and 'face to face' enquiries appropriately and professionally to ensure satisfactory resolution
- Receiving, signing in and dealing with or directing pupils, parents, and other academy visitors as appropriate and to include assisting with arrangements for visits by external organisations
- Maintaining appropriate standard of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the school
- Providing administration support to the academy's support functions in such areas as word processing, correspondence, reports, updating school computer system (Bromcom), inputting data, organising of events such as parents' evenings, coordinating the school calendar, photocopying and filing/archiving.
- Process, format and assemble documents, records, information, and data. Manipulate information and undertake routine analysis to produce routine reports.
- Undertake general office duties as required and other general duties.

- To complete administration tasks on the Academy data management system BROMCOM in support of Academy administration, operations, and data management.
- Support Attendance, pastoral and behaviour team with administrative and data inputting tasks as required.
- Play an active role in Fire evacuation
- Carry out First Aid duties

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Oasis Community Learning’s Safety and Welfare policy, Departmental policies and codes of practice.

- B. Work in compliance with the Codes of Conduct, regulations and policies of Oasis Community Learning, and its commitment to equal opportunities.

- C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Academy Administration Support Person

Specification Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience	Experience of School database system BromCom
Experience, Skills and knowledge	<p>Self-motivated and committed to self development</p> <p>Successful experience of working in an office environment</p> <p>Evidence of independent work and experience of working effectively within a team</p> <p>Experience of effectively working with the public, students, community environment/customer focused environment</p> <p>Able to use Microsoft packages Word/Excel/Powerpoint and basic ICT skills</p> <p>Excellent written and oral communications skills</p> <p>Excellent telephone manner and</p>	<p>Experience of working in a school environment</p> <p>Experience of working on reception or in a customer facing role</p> <p>Experience with Website maintenance and social media campaigns</p> <p>Experience with design and publishing software and print and production cycle managements</p>

	<p>ability to deal with members of the public on behalf of the Academy</p> <p>Excellent organizational prioritisation and time management skills</p> <p>Ability to work in an environment which requires a high level of confidentiality and discretion</p> <p>Experienced in the use of e-mail and the internet</p>	
<p>Personal Qualities</p>	<p>Excellent interpersonal skills</p> <p>Energy, enthusiasm and flexibility</p> <p>Calm and adaptable with an ability to work within a flexible and busy environment</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours and attitudes</p> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning Ethos</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p> <p>Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave)</p> <p>Willing to abide by all the Academy's policies and procedures such as Equal Opportunities, Health and Safety, Confidentiality and Data Protection</p> <p>Legally entitled to work in the UK (asylum and Immigration Act 1996)</p>	

I am happy that I have been fully involved in drawing up this JD and that it is a true reflection of the duties I undertake in my role in the Academy Administration.

Signed

Date