

Job Description: Administration Assistant

Thank you for your interest in applying for Administration Assistant of Co-op Academy Portland.

At Co-op Academy Portland, we pride ourselves on being a close-knit community where staff, students, and families work together to celebrate every child's success. Our school is a nurturing, inclusive environment, where every member is valued, and students are empowered to achieve their full potential.

As part of the Co-op Academies Trust, we are guided by strong co-operative values, and we are looking for dedicated professionals to join our passionate team and contribute to our mission of delivering exceptional education.

Our curriculum is designed to inspire a love for learning and encourage children to become independent, confident thinkers. We offer a broad and balanced curriculum that caters to the academic, social, and emotional needs of every child, helping them grow into well rounded individuals.

We are committed to high standards in teaching and learning, ensuring that every child receives the support and challenge they need to succeed. As a staff member, you will have the opportunity to work alongside a talented, dedicated team, delivering engaging lessons and developing innovative teaching practices. We offer ongoing professional development to support your growth as an educator, with the goal of continually raising the outcomes for our students.

Our values, rooted in the Co-op's 'Ways of Being' - "Do What Matters Most," "Succeed Together," "Be Yourself Always," and "Show You Care" - guide everything we do. These values are embedded in our daily practice and form the foundation of our welcoming and inclusive environment. At Hillside, we believe that every child deserves the opportunity to thrive, and we are committed to supporting each student's unique journey.

Our school is a vibrant, well-resourced learning environment, equipped with modern facilities to support high-quality education. Classrooms are designed to promote interactive and engaging teaching, while outdoor spaces provide children with the opportunity to explore, play, and learn in a safe setting. We are also deeply committed to building strong connections with our families and the wider community. Parents are regularly invited to engage with the school through events and activities, allowing them to see firsthand the progress their children are making and how we support their development.

Joining Co-op Academy Portland means becoming part of a supportive, collaborative team that values every individual pupil. You will have the opportunity to make a meaningful impact on the lives of children, working in a school that celebrates success, fosters ambition, and encourages personal and professional growth.

Administrative Assistant

Salary / grade range	Band D. SCP 6 - 7 36 Hours per week, Monday to Friday 8.15 am to 4.00pm 40 weeks per year (Term time plus two weeks) FTE - £25,989 - £26,403 Actual Salary £23,131 - £23,499 per annum
Location	Co-op Academy Portland
Reports to	Executive Office Manager

Purpose of role:

To be a proactive member of the academy office/administration team, providing administrative and organisational services to the academy under the management and guidance of the Executive Office Manager.

Key accountabilities (and specific duties / responsibilities):

1. Welcome all parents/visitors to the academy ensuring that the appropriate safeguarding processes for internal and external visitors, including the induction to academy facilities, processes for visitors, contractors, volunteers and short term agency staff are adhered to.
2. Respond to enquiries verbally, in writing and on the telephone within the expected timescales, ensuring consistent cover of the reception area and telephone
3. Liaise with pupils, parents/carers, colleagues, Trust colleagues and external agencies, providing general advice and guidance where appropriate
4. Contribute to the planning and development of administrative procedures and systems.
5. Undertake word-processing and ICT based tasks including operation of relevant equipment and advanced ICT packages.
6. Organise meetings and take notes, supporting the Exec Headteacher/Headteacher, SLT, Executive Business Manager and Executive Office Manager as appropriate
7. Analyse and evaluate data and information and run reports.
8. Adherence to Trust GDPR and Data Protection policies and procedures

9. Support the Executive Office Manager and Executive Business Manager in undertaking basic HR, Finance and general administration, including processing DBS applications, data inputting, processing of invoices and the preparation of documents in relation to Trust Finance and HR policies and procedures.
10. Manage nominal cash amounts and ensure appropriate use of the academy bank accounts.
11. Assist with pupil first aid / welfare duties, caring for sick pupils and liaising with parents (or guardians) and colleagues.
12. Sort and distribute incoming mail and prepare outgoing mail.
13. Assist the Executive Office Manager to monitor and manage a limited range of stock
14. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. Participate in training and other learning activities and performance development as required.
16. Support with the organisation and arrangements for academy visits and events.
17. Assist the Executive Office Manager to monitor pupil attendance and run reports.
18. Undertake administrative duties, such as reception, filing, and document preparation.
19. Safeguard & promote the welfare of pupils/students through your own actions complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
20. To undertake break & lunch duties as required
21. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
22. Safeguard all students, ensuring the safety and well-being of both students and staff.

NOTE: This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications - Good standard of education including GCSE English and Maths (or equivalent) - Further evidence of professional development	Desirable	(A) (A, I)
Experience - Experience of working in an academy/office environment - Experience of administration responsibilities including data inputting, ensuring compliance with GDPR and Data Protection legislation - Experience of working with a range of professional organisations	Desirable	(A, I) (A, I) (A, I)
Skills, Ability, Knowledge - Working knowledge of IT and information systems - An ability to understand and utilise new systems - Good literacy, numeracy and organisational skills - Excellent communicator on all levels with the ability to liaise effectively with external agencies - Ability to use initiative and identify priorities - Working knowledge of online payment systems - Working knowledge of Arbor	Desirable Desirable Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
Personal Qualities - Ability to work within a team - Flexible working when required - Ability to work to deadlines - A willingness to undergo training - Ability to deal with confidential issues professionally and calmly - Ability to deal with conflict situations - Up to date knowledge of safeguarding responsibilities within a school	Desirable	(A, I) (A, I) (A, I) (A, I) (A, I) (A, I) (A, I)
Other Commitment to equality of opportunity and the safeguarding and welfare of all pupils		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject

to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

