

Admin Assistant Vacancy

Company description

Act Fast is a well-established provider near Scunthorpe in North Lincolnshire. Act Fast was established 16 years ago and has grown organically as the need for a high standard of provision has emerged and developed. We have very recently achieved Independent School status after a successful application to the DfE and subsequent Ofsted inspection. We made the decision to register as an Independent School having seen the changing landscape of provision. Act Fast is determined to position itself at the absolute pinnacle of a provision in the region. As such, becoming a registered Independent School and opening our doors to Ofsted inspection demonstrates our long-term commitment to that vision, and underlines our belief that alternative provision should be delivered to as high a standard as mainstream education in absolutely every regard. Our Bespoke curriculum has been approved by Ofsted and is such fit for purpose. The premise of Act Fast's provision is that we are promoting the value of education to previously disaffected young people.

Job description

Full Time 37.5 hours per week, 41 weeks per year

The Administrative Assistant is responsible for the daily administration of the school office. They are also responsible for all administrative, and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- To liaise with parents in regard to absence, to organise termly attendance panels, collate relevant data and arrange invites.
- Liaise with other schools for the transfer of records and information regarding attendance.
- Arrange all correspondence to parents on various matters of attendance and be able to manage to keep an accurate spreadsheet of absences.
- Be able to draw off reports from the school system quickly.
- Understand the correlation between poor attendance and safeguarding.
- Be able to arrange high numbers of letters going out in regard to non-attendance for example, whole school.
- Be able to recognise the barriers to attending school and be open and prepared to suggest support.
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Performing administrative duties
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/email.

Receptionist requirements and skills

- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise.
- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks.
- Customer service attitude
- Administrative experience within an office environment is desirable but not essential.

Ensure the smooth and effective running of the school office and all administrative and communicative systems.

Contribute towards the planning, development and organisation of support service systems, procedures, and policies.

Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers have completed all associated risk assessments.

Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.

Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health, and safety processes are in place to monitor entry in and out of the school

Administration

Manage manual and computerised record/information systems.

Analyse and evaluate data/information and produce reports/information/data as required.

Provide personal, administrative, and organisational support to other staff and the governing board.

Oversee and organise the management of admissions procedures in line with Act Fast NL Ltd criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy.

Carry out filing, printing, and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary.

Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.

Manage and organise completed forms from parents.

Organise and distribute incoming and outgoing post.

Manage the induction process for new pupils and staff.

Book training courses for staff

Add any other duties of particular relevance to your school.

Resource management

Oversee and operate relevant equipment and IT packages (e.g., the school's MIS system)

Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.

Assist with marketing and promoting the school.

Manage financial administration procedures and maintain appropriate records to satisfy audits.

Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.

Compliance

Manage the administration of recruitment including advertising, collating documentation, medical clearance, and DBS checks as required.

Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Add any other duties of particular relevance to your school.

To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the job.

Job Types: Full-time, Permanent

Salary: From £16,500.00 per year

Schedule:

- Monday to Friday

Experience:

- School Admin: 2 years (preferred)