



Job Description

Job Title: School Office Admin Assistant
Responsible To: Student Welfare and Office Manager

Key Objectives:

To provide clerical and administrative support to Head, Student Welfare and Office Manager, and other team members

Key Activities:

Clerical / Administrative

- Provide general clerical / administrative support (including but not exhaustive, filing, photocopying, laminating, minutes, arranging meetings, email and processing of appointments / meetings and associated admin)
- Reception duties including answering telephone and responding to standard queries and enquiries
- Financial Administration
- HR Administration
- Student Administration – including recording data, liaison with multi agencies, timetables, transport, collating reports
- Welfare support as required including liaison with staff and /or parents
- Work Experience Administration
- Arrange repair and Maintenance where necessary
- Ordering supplies and equipment / maintain stock and classroom resources
- Updating organisation website
- Update and maintain manual / computerised record / management information systems
- Other admin/clerical support as needed from time to time by the Head, Student Welfare and Office Manager and/or other members of staff

General

- Carry out all duties within the spirit and requirements of the Engaging Potential Equal Opportunities policy and procedures, actively promoting positive action and seeking to challenge and overcome disadvantage and discrimination.
- Act at all times within Engaging Potential's Guidelines and **ALL** Policies and Procedures
- Promote Engaging Potential's good name.
- Establish and maintain effective working relationships with co-workers, clients and other professionals.
- Carry out such other commensurate duties as may be required by the line manager from time to time.
- Pursue the development of skills and knowledge necessary for the effective performance of the role in liaison with your line manager.

Special Notes and Conditions

This job description has been prepared to meet the particular circumstances that currently apply. It will be reviewed periodically against the needs and developments of the business.

- In line with all other posts at Engaging Potential, the Performance and development needs of the post holder will be reviewed against criteria agreed with the post holder by his/her line manager and set out in reviews.
- The post holder must be able to travel to and from work from locations outside the normal work base as may be required.

Safeguarding and Vetting Requirements

Engaging Potential is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo the necessary DBS and other relevant clearance checks in respect of:

- Satisfactory and up-to-date references
- Enhanced Disclosure and Barring Service (DBS) checks.
- Declaration of pending prosecutions, convictions and cautions.
- Qualifications
- Health screening (if appropriate)
- Identity
- Right to work in the UK

This post is subject to a three-month probationary period.

Equal Opportunities: Statement of Intent.

Engaging Potential aspires to equality of opportunity in its recruitment and professional practices (i.e. applicable to programme young people and to staff) and will not tolerate discrimination on the basis of gender; nationality; race; ethnicity; age; disability status; sexual orientation; religion; belief; creed or any other grounds which may lead to discrimination. The management team encourage contact from anybody with concerns or comments about Engaging Potential's policies or practices.

