

### Job Description

Job Title	<b>Resources Administrator</b>	Department	<b>Resources Administration</b>
Reporting to	<b>To be confirmed</b>	Grade	<b>4</b>
Hours per week	<b>25 during term time</b>		
Hours of Work	<b>To be confirmed (including a 30 minute unpaid break). Hours will be between 8.00 a.m. and 4.30 p.m.</b>		

**Summary:** Under the direction/instruction of the Line Manager, provide general clerical, administrative and resource support to the academy.

### TASKS

#### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Undertake student reception duties, answering routine telephone and face to face enquiries
- Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- Assisting with arrangements for visits and academy events.

#### Administration

- Provide routine clerical and administrative support e.g. photocopying, scanning, filing, faxing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Produce and update a variety of documents e.g. newsletters, diaries, student and staff planners, departmental booklets, programmes, hand-outs, bulletins
- Note-taking at a range of meetings
- Sort and distribute mail.

#### Resources

- Operate office and photocopying equipment e.g. computer, photocopier, laminator, booklet maker
- Arrange orderly and secure storage of supplies

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- Assist with the administration of the library e.g. catalogue, access and cover books as required
- Update display boards
- Undertake routine financial administration e.g. collect and record money
- Work in reprographics and the resource centre as directed.

**RESPONSIBILITIES**

- 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.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be prepared to undertake First Aid Training if required

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SELECTION CRITERIA:**

SPECIFICATION (Job Related)	ESSENTIAL
Experience	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Induction/basic skills</li> <li>• Good numeracy/literacy skills</li> </ul>

Knowledge/skills	<ul style="list-style-type: none"><li>• Appropriate knowledge of first aid</li><li>• Good understanding and ability to use relevant technology e.g. photocopier</li><li>• Keyboard/computer skills</li><li>• Participate in development and training opportunities</li><li>• Ability to relate well to young people and adults</li><li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li></ul>
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King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.