



OUTLINE JOB DESCRIPTION

POST TITLE	Administration Support to the IT Co-ordinator and Admin Team
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The following information is furnished to help Academy staff and those people considering joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Iqra Academy is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Academy Services.
- 4 The Academy is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To provide Administrative support to the academy administration team with a particular focus on Admin IT support to the IT Coordinator

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

To work under the instruction/guidance of IT Co-ordinator and Business Manager.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the correct use and care of materials by individual and small groups of pupils

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the academy, its pupils, parents and carers.

The safe and secure provision, use and storage of equipment and materials.

General responsibility for the care of all equipment, particularly IT equipment within the academy.

RANGE OF DUTIES:

Enquiries

At times be the first point for enquiries when covering for the Academy Receptionist, and the first-point provider of information both internal and external

To be the first point of contact to assist staff in their general IT queries relating to hardware and software

They may be approached by staff, pupils and parents, either in person or via telephone, email or letter.

As well as maintaining a high degree of professionalism, customer service and discretion, an ability to be well organised and ability to prioritise is key

Communications & Liaison

To be a link between the academy staff and our external IT support company

Updating and maintaining the academy website and ensuring compliance at all times

Assisting in maintaining electronic diary system

Submitting news and information via the academy's communication app

The distribution of written information in various formats

Setting up and maintaining the academy Facebook/Twitter accounts and monitoring its use and privacy settings

In addition to communicating within the academy setting (staff, governors, pupils and parents), you will also be expected to liaise with other institutions, external agencies and local authorities.

Organising and servicing meetings

These might include assisting in staff meetings to report on new/updated IT matters, meetings of academy governors, and academy committees and boards, with tasks including organising and circulating information about the meeting, the distribution/circulation of paperwork before the meeting. Review the use of education software used. Research new education software and report to IT Coordinator with recommendations

Administration of the "student lifecycle"

Assist in the co-ordination of the recording of and collation of information from assessments and examinations

Data entry and management

To assist in the smooth running of the school's management information system (MIS), therefore requiring a high level of IT proficiency. Be involved in the collation and entry of data relating to various areas of academy activity. To play a key role in academy record-keeping ensuring compliance with GDPR at all times

Preparation of reports and statistics

To use the data held within the MIS to prepare various reports and statistics for either use within the academy (e.g. staff and management meetings) or externally (e.g. submitting reports or statistical information to local authorities)

Financial records

To be responsible for ensuring trip, milk income and other funds income is accurately recorded and reported to teachers and the Business Manager as appropriate using ParentPay system

General office duties

Handle phone calls, emails and letters, filing, photocopying and other clerical tasks. You will have a good level of IT literacy and to be confident in the use of Microsoft Office software.

Organising and facilitating educational and social activities

Booking of minibuses/coaches and venue tickets or accommodation for school trips etc

WORKING ENVIRONMENT:

Mainly office based

Subject to periods working on a computer

Subject to working around the whole school site

Some working in the classroom

The post holder is required to carry out any such particular duties which the Principal may reasonably direct from time to time which may include supporting pupils with IT in the classroom

I confirm this JD has been checked and is appropriate and up to date.

Signed :
On behalf of the academy

Dated:

Signed :
Employee

Dated:

Compiled by:
K Crowley

Grade Assessment
Date:

Post Grade: Level 3 – SCP 18-25

PERSONNEL SPECIFICATION

Post Title: Administration Support to the IT Co-ordinator and Admin Team

IQRA Academy is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Academy Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	GCSE English GCSE Mathematics GCSE IT/Computing (<i>or equivalent</i>) <i>(Certificates must be available at interview)</i>		Application form Appropriate documentation at interview
EXPERIENCE/ SPECIAL KNOWLEDGE	A good knowledge of software and hardware within education A basic knowledge of troubleshooting in IT Efficient in Microsoft Office applications Good understanding of social media An excellent understanding of GDPR A good knowledge and understanding of Safeguarding A good knowledge and understanding of Child Protection A good knowledge and understanding Health & Safety	At least 1 years' experience of working with IT in education	Application form
TRAINING	Evidence of previous personal development	Willingness to undertake any necessary training for the position	Application form
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying the Academics Equal Rights policies and practices		Application form
DISPOSITION - ADJUSTMENT/ ATTITUDE	Ability to prioritise workload Ability to work to tight deadlines Ability to relate well to pupils and adults Work constructively as part of a team Demonstrate good co-operative, interpersonal and effective listening skills Good sense of humour		Application form Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Flexibility and willingness to accept change Approachable, courteous and able to present a positive image of the academy to all stakeholders Maintain confidentiality in matters relating to the academy, its pupils, parents and carers		
PRACTICAL & INTELLECTUAL SKILLS	High level of problem solving skills Have a non-judgmental approach and commitment to supporting people in difficult circumstances, along with empathy, patience and good listening skills Excellent communication skills Good literacy and numeracy skills Excellent IT skills Ability to communicate clearly both verbally and written effectively in various formats Ability to handle confidential information To organise workload and carry out tasks on own initiative Ability to write clear, coherent reports for different audiences		Interview Application form
CIRCUMSTANCES - PERSONAL	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Will not require holiday leave during term time No contra-indications in personal background (Enhanced clear DBS required)		Selection process. Appropriate documentation at interview
PHYSICAL/SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the DDA 1995. Ability to cope with requirements of the post which may include working with pupils who have emotional and behaviour difficulties or physical difficulties		Selection process

SPECIAL CONDITIONS

Management requires that the following checks be carried out as part of the recruitment process e.g. DBS, Warner Process.	Level of Disclosure: Enhanced
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Compiled by: K Crowley	Grade Assessment Date:	Post Grade:
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