

The Rise Partnership Trust - Job Description

TITLE:	Administrative Assistant
REPORTING TO:	Head of Finance and Administration
LIAISING WITH:	Office Manager
WORKING TIME:	Term time only + 2 weeks, 36 Hours per week
SALARY/GRADE:	Grade 1 – 5 depending on experience
DISCLOSURE LEVEL:	Enhanced

KEY RESPONSIBILITIES

Provide support to the Office Manager

Under the supervision of the Office Manager

- Assist with the Administration of the annual review process.
- Update student/parent details on the schools database.
- Deal with enquiries to the school office in person and by telephone
- To undertake administrative tasks of a general nature e.g. filing, printing, scanning etc.

Other specific duties

- Acknowledge the need for and practice the highest standards of confidentiality, in regard to handling sensitive information pertaining to students, staff or organisational matters / issues
- Play a full part in the life of the school community, supporting its distinctive vision, mission and ethos, encouraging and ensuring staff and pupils follow this example, including representing the school in a professional and positive light at all times and to all stakeholders
- Be fully compliant with the school's safeguarding policy and contribute to the safety and supervision of pupils on site
- Comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description



c/o Manor School
Chamberlayne Road
Kensal Rise
London

NW10 3NT
Tel: 020 8968 3160 Fax: 020 8968 3075
Email: enquiries@manor.brent.sch.uk

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.

I agree to undertake the duties listed above.

Signed..... Date: