

Treloar Trust

Job Description

Post: Administration Assistant

Responsible to: Residential Manager

Main Purpose of Job:

Responsible for the day-to-day administration in the allocated Residential house.

Key Responsibilities

- Assisting with the input of data into the management information systems and producing reports as directed by the Residential Manager.
- Assist in the administration of employee data e.g. for payroll (overtime sheets, absence records) and training documentation. Liaising with the HR/Finance department as appropriate.
- Log practice checks onto iTrent and keep robust records.
- Create new staff files and update staff photo boards.
- Maintain home-to-duty records and associated administration.
- Maintain and control the fire folder ensuring all information is up to date.
- Update and maintaining employee data (organisation charts, shifts and rotas) and telephone lists as appropriate.
- Create, maintaining and improve documentation as directed and required.
- Answer the telephone - taking and distribution of messages.
- Copy Typing letters, minutes and reports as required. Support the Manager with any investigation minute taking
- Photocopying and laminating as required.
- Assist in ordering of Residential supplies as appropriate, tracking and recording purchases
- Filing and maintenance of records, both paper and electronic.
- Complete recharges, maintain budget information and carry out regular audits of house cash.
- Prepare reports and evidence for Ofsted or CQC inspections.
- Where appropriate, manage DOLs spreadsheets and liaise with local authorities.
- Keep robust records of house funds and be responsible for termly cash audits.
- Update all house information and documents for the start of September terms.
- Booking rooms as appropriate.
- Maintain close working relationship with other Administration Assistants to ensure consistency in approach and to aid continuous improvement.
- To interact and engage with students as appropriate.
- Assist in the distribution of post and internal mail, filing and maintenance of records.
- Maintaining House noticeboards with collating and creating information.

Other duties

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To main and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.

5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
November 2025

PERSON SPECIFICATION – Administration Assistant

MINIMUM CRITERIA	DESIRABLE CRITERIA
Qualifications • Good general education to GCSE level.	• Typing qualification to RSA Stage II standard
Knowledge and Experience • Knowledge and experience of Microsoft Office Suite (Word, Excel, Outlook and preferably Office 0365), and databases. • Previous office experience. • Must have experience of prioritising own workload • Experience of using databases to record, access and report on information.	• Has experience of handling confidential information • Previous experience of iTrent.
Skills and Abilities • Excellent organisational skills • Word processing skills, in particular experience of Windows based software. • Communication skills, both written and verbal. • Understand and responds to the needs of customers aiming to give an efficient and effective service at all times. • High degree of accuracy and attention to detail	
Personal Qualities • Able to work well under pressure • Ability to work as part of a team • Self-confident and proactive. • Able to respond well to varied and changing workload. • Willingness to undergo training/development as required. • A commitment to promoting and safeguarding the welfare of students • Systematic - uses systems to organise and keep track of information • Tenacious - ensures that all processes are fully complete - follows up outstanding actions. • Initiative - must be able to work without close supervision.	
Physical Requirements • Must be able to cope with the physical demands of the job	
Treloar Trust is committed to safeguarding children, young people and vulnerable adults. All successful candidates will be subject to a Criminal Records Bureau Check along with other relevant employment checks	

Both the job description and the person specification are subject to the Trust's equal opportunities policy.