

Job Description:

Job Title	Administrative Intern
Status	Temporary 1 Year
Scale	2.4 – 2.5
Hours Per Week	30
Reports to	Head of HR, CEO
Liaison With	LIFE Leadership Team, Trust Headteachers, Heads of School
Job Purpose	To provide administrative and day to day support to the LIFE Leadership Team under the direction of the Head of HR
Duties	<p>Administrative support</p> <ul style="list-style-type: none">• Managing the post- putting post in pigeon holes and sending letters were required under the direction of the LIFE leaders• Organising reprographics of documents, photocopying for the LIFE Leadership team as required• Draft letters and other documents such as PowerPoint presentations• Answer the phone and answer queries - learning the protocol when answering phones and dealing with a range of queries• Using various computer packages, including, Word, Excel, PowerPoint• Assist the Leadership Team with new projects; manage and co-ordinate new projects• Support the LIFE Leadership team with any additional work, labelling envelopes, folding letters, record keeping• Carry out basis administration and filing tasks, ensuring that clear procedures are in place and that files are accessible to authorised staff members• Assist with Interviews, preparing, collating interview documents and packs, Taking candidates to and from tasks and being on hand to help the candidates throughout the day• Attend team meetings• Book rooms, welcoming guests and serving refreshments for the visitors and LIFE Leadership team as required• Support with LIFE key events
Responsibilities	<ul style="list-style-type: none">• Be responsible of time-management, meeting deadlines for tasks and duties with the support of the Head of HR• Work independently and as part of a team, showing willingness towards others• Wiliness to make yourself available if other staff members require your assistance.• Integrate yourself within the team• Support the Ethos of the Trust

General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and Grade.</p>
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Job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ (Head of HR) Date: __/__/__

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Administrative Intern)

Date: __/__/__