



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Administrative Assistant
Reporting to	Partnership Development Manager, School Sport Partnership
Contract	Full time (52 weeks per year), 37 hours per week, Permanent
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.	
Main Responsibilities:	
<ul style="list-style-type: none">▪ Under the direction of the Partnership Development Manager (PDM), provide general administrative support to staff within the School Sport Partnership, including typing, photocopying, data recording, filing and letter correspondence.▪ Answering calls and queries and directing as appropriate.▪ Provide receptionist duties, welcoming and greeting visitors, ensuring they sign in/out and signposting around the site.▪ Contacting the Operations Manager or Office Manager promptly to inform if a DBS/ID check is required for a visitor.▪ Design, create and produce the communications, promotional materials and weekly bulletin and circulate accordingly.▪ Assisting in arranging events and competitions, checking venues and transport availability make and confirm bookings as requested.▪ Ordering of goods for the Partnership, whilst maintaining best value.▪ Provide admin support for meetings to take minutes and distribute as advised.▪ Responsible for the facilitating meetings, providing refreshments.▪ Maintaining records and submitting data to various excel spreadsheets and online portals.▪ Maintaining team calendars and scheduling of meetings.▪ Keep information up to date on Partnership website and social media platforms.	
General:	
<ul style="list-style-type: none">▪ Promote and safeguard the welfare of children and young persons you come into contact with▪ Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality, data protection, GDPR and report all concerns to the Designated Safeguarding Lead▪ Attendance at staff meetings and INSET activities where relevant.▪ Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.	