



<b>Post Title</b>	<b>Admin Assistant</b>
<b>School / Organisation</b>	Avanti House Secondary School
<b>Location</b>	Harrow
<b>Grade</b>	Grade 5, £29,635 - £32,075 per annum, pro rata <i>Approximately £23,700 - £25,651 per annum (0. 0.84383 FTE)</i>
<b>Hours</b>	37.5 hours per week
<b>Contract Type</b>	Permanent
	Term-time + 2 weeks (39 weeks)
<b>Reports to</b>	Business Support Manager
<b>Preferred Start Date</b>	October 2025

### MAIN PURPOSES OF THE JOB

- Be responsible for and manage the operation and delivery of support services within the school.
- Be responsible for the management of and planning, development and monitoring of support services.
- Responsible for management of staff, including commissioning and delegation of relevant activities.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### RESPONSIBILITIES OF THE JOB

#### Organisation

- Be responsible for planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
- Undertake line management responsibilities including performance management as appropriate for administrative and support staff.
- Represent the administrative support staff at relevant meetings.
- Be responsible for the development of localised systems for support staff.
- Ensure reception is appropriately resourced ensuring the correct signing in and out of all visitors.
- Deal with complex and contentious enquiries from parents at reception and over the telephone.
- To work with Senior Leaders to organise After School Provision activities
- To manage and coordinate school administration and organisational services – Attendance, punctuality, surveys, questionnaires.
- To contribute to the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – by arranging venues, organising resources, arranging attendance and coordinating the contributions of other school staff
- To ensure records are maintained for Music Instrumental Teachers
- Will be responsible for the planning & development of services to support the Spiritual Insight team in relation to collective worship. This will also include the training & therefore the part line management of other administrative staff.
- Leading the Senior Leaders to organise the provision of careers both in terms of Alumni support and contacting external agencies.
- Working with Deputy principals on the analysis of key weekly data with a focus on attendance, Gatsby Benchmarks & progress of key student groups.



### Administration

- Develop and monitor management information systems.
- To take minutes of meetings as required
- To design, create and print out complex documents using a computer
- To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administration procedures.
- Be responsible for the submission of relevant information to SLT, the SSC and outside agencies e.g. DfE.

### Resources

- Identify the need for select and manage resources.
- Be responsible for the appropriate recruitment and deployment of staff.
- Be responsible for the provision of specialist advice and guidance to SLT/SSC on national and local guidelines/policy/statute within their own area of responsibility.
- Interpret matters of policy/procedure/statute to ensure schools compliance and initiate appropriate action arising within their own area of responsibility.
- Identify the need and be responsible for securing and managing appropriate licences and insurances.
- Be responsible for devising marketing and promotion strategies for the school including regular updates to the schools' website.
- Be responsible at school level in monitoring facilities including use of premises.
- Develop work specifications and manage service contracts.
- Be responsible for effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Support health and safety and safeguarding within the school.

### Responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To adhere to school policies and Trust's Ethos Policy.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.
- Undertake similar duties commensurate with the level of the post as required by the Principal.

### PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Demonstrable experience of developing and maintaining administrative systems and procedures.	X	
2.	Excellent level of literacy and numeracy skills.	X	
3.	Significant experience of working in a similar role within an educational setting.	X	
4.	High level of competence using the internet, websites, word processing, data bases and other specialist resources/equipment etc.	X	
5.	Experience of supervising other administrative staff effectively including the allocation of work.	X	



6.	Excellent ability to communicate clearly and concisely both orally and in writing.	X	
7.	Appropriate knowledge of first aid	X	
8.	Excellent ICT skills and working knowledge of school management information systems	X	
9.	Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	X	
10.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
11.	Ability to plan and manage their own time effectively and work prioritising tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
12.	Ability to relate well to children and adults.	X	
13.	Ability to interpret information and to devise work guidelines for other staff.	X	
14.	Promote and safeguard the welfare of children and young people	X	
15.	Awareness of Health and Safety requirements within a school setting.		X
16.	Commitment to professional development, learning and development.	X	

### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>