



# Job Description & Person Specification

## Admin Assistant

<b>Job Title:</b>	Admin Assistant
<b>Responsible to:</b>	Office Manager

<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>You will be expected to provide a high-quality administrative service within a busy school office. This role will be dealing with all admin linked to school trips and visits.</li> </ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>Applicants should possess excellent communication and organisational skills.</li> <li>Be able to use their own initiative and manage their own workload and be able to prioritise high volumes of work.</li> <li>You should also have strong IT and problem-solving skills and an understanding of an educational environment.</li> <li>Knowledge of Arbor (the school's database) and experience of reviewing/proof reading documents is desirable.</li> <li>Admin Assistants perform a wide range of office support duties including data entry, photocopying, first aid, answering the telephone.</li> <li>Operate relevant equipment/ICT packages, e.g., front of house safeguarding system, MS Office, internet, Arbor, and various social media platforms).</li> <li>Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> <li>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>



## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English & maths	E
	• NVQ level 2 or equivalent in an administration or business-related subject.	D
	• First Aid training.	D
Knowledge & Experience	• Experience of reception work/school office work.	D
	• General understanding of the operation on the school.	D
Skills and attributes	• Excellent verbal and written communication skills, with the ability to interact professionally and courteously with students, parents, visitors, and staff.	E
	• Strong organisational skills and attention to detail to manage tasks efficiently and accurately.	E
	• Ability to prioritise workload and multitask in a busy environment.	E
	• Familiarity with safeguarding and confidentiality practices in an educational setting (training provided if needed).	E
Personal qualities	• A welcoming, approachable, and friendly demeanour.	E
	• Ability to remain calm under pressure and respond effectively to unexpected situations.	E
	• A proactive and adaptable attitude, with a willingness to support various school functions.	E
	• Commitment to promoting inclusivity, respect, and professionalism in all interactions.	E
Other	• Committed to equality and diversity.	E
	• Commitment to own continuous personal and professional development.	E
	• Committed to our Health and Safety policies and procedures.	E
	• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	• Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2025.