Bridge Academy Trust

Notley High & Braintree Sixth Form
Job Description & Person Specification
Admin Assistant (Student Services)

Job Title:	Admin Assistant (Student Services)
Scale:	4
Responsible to:	Student Services Coordinator
Responsible for:	N/A

Job Purpose:	The Admin Assistant is responsible for supporting the administrative, Student Services and organisational processes within the school. They will also act as the initial point of contact for students, parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.
Duties & Responsibilities:	General Administration • Ensure suspension and readmission paperwork is prepared accurately and filed within relevant timescales, maintaining compliance with school policy. • Provide timely, accurate administrative support to staff as needed, ensuring all communications are clear. • Support with the administration of Parentpay and Trips and Visits, in line with school process ensuring accuracy and prompt resolution of queries. • Provide first-aid support or arrange cover, as needed, ensuring all incidents are recorded and followed up appropriately in line with procedures. • Support and complete designated administrative tasks for the Sixth Form Management Team, meeting agreed deadlines and quality standards. • Assist with managing the school's enquires email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary. • Corordinate parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required, meeting agreed timelines. • Maintain accurate records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times. **Student Services** • Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner. • Seek support from other colleagues where necessary to respond to complex enquiries. • Respond to messages promptly and accurately, passing on information to relevant staff members as necessary. • Assist staff and pupils with the information and support they need.

	Safeguarding • Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures. • Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures. **Written communication** • Write and send email responses that are professional and uphold the school's vision and values. • Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders. • Assist with marketing and promoting the school.
General:	• 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. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • 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. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • 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.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First aid training (or willingness to complete it)	E E
Knowledge & Experience	• Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team	E E D D
Skills and attributes	• Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail	E E E E E E

	• Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding	D E D E
Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively	E E E E E E E
Other	• Committed to equality and diversity • Commitment to own continuous personal and professional development • Committed to our Health and Safety policies and procedures • Compliance to Data Protection Act 2018 and GDPR principles/ requirements • Committed to safeguarding and promoting the welfare of children and young people	E E E E 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 February 2025.