WIGMORE SCHOOL ACADEMY TRUST
Job Description

Administrative Assistant – Level 2

Organisation(s): Wigmore High School

Pay Range: HC3

Contract: Part time 16 hours per week permanent

Responsible to: School Business Leader

Responsible for: None

Main Purpose of Job: Under the direction of senior staff to provide general clerical support to the school.

Responsibilities:

- To undertake reception duties, answering routine enquiries and signing visitors in and out of the school.
- To answer straightforward telephone enquiries, and taking messages or passing on to other members of staff, as required.
- To open and distribute the post at the start of the school day, and to ensure that outgoing post and email correspondence is dispatched.
- To work alongside other members of the administrative team ensuring procedures are in place to provide efficiency in the main school office
- To coordinate the attendance of the school through the information management system, investigate reasons for a pupil absence, including telephoning parents and, where necessary liaising with the Assistant Headteacher.
- To file documents.
- To carry out word-processing of letters or other documents, when required including trip letters, attendance and general letters to parents
- To ensure that office/stationery supplies are stored safely, and to inform more senior staff if extra supplies are necessary.
- To photocopy worksheets
- To collect money from pupils, and ensure accurate records are kept.
- To be responsible for the safe transport of monies to the designated bank, or other establishment, if required.
- To be an appointed First Aider and ensure that medical forms and records for pupils are up to date in liaison with the School Nurse
- To coordinate and produce Merit Stickers and Certificates in consultation with Assistant Headteacher
- To filter and distribute admin emails
- To compile newsletters and distribute
- To liaise with Royal Mail with regard to school closure dates

Specific Responsibilities:

- To assist with recordkeeping, both manual and computerised, e.g. registers/school meals.
- To ensure that Free School Meals information is kept up to date and distributed to the relevant staff
- To input attendance information into our information management system.
- To distribute correspondence to appropriate parents including duplicate information to ‘split families’ ensuring data is kept up to date through the use of Arbor
- To ensure that school transport records are kept up to date through the use of Arbor
- To collate various data including liaising with School Nurse for medical information e.g. leaver booster forms; and other pupil information such as pupil profile forms, exam certificates
- To distribute course work for school leavers
- To update newsletter distribution list
- To liaise with Royal Mail with regard to school closure dates

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Dr Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed: November 2026

WIGMORE SCHOOL ACADEMY TRUST
Person Specification

Administrative Assistant Level 2

	ESSENTIAL	DESIRABLE
Qualifications	• GCSE Maths or English, or equivalent at grade 4 or above (AF)	• Hold GCSEs in both Maths and English, or equivalent at grade 4 or above (AF, I) • Qualification in financial/secretarial or administration (AF, I) • First Aid qualification (AF, I)
Experience	• Experience of working in a clerical/administrative environment (AF, I)	• Experience of working in a clerical role within a school (AF, I) • Experience of dealing with members of the public (AF, I) • Experience of using Word, Excel or Arbor (AF, I)
Abilities and Skills	• Well organised and flexible approach to work (I) • Knowledge of Word, Excel and/or Arbor. (AF, I, R) • Ability to work constructively and supportively as part of a team (I) • Good attention to detail (I) • Ability to work on own initiative but seeks advice from others when necessary (I) • Commitment to working with young people (I) • Willingness to work in support of the inclusive ethos of the school (I) • Good keyboard skills (accurate - 30 wpm) (AF) • Ability to accurately follow instructions and written schedules (I, R) • Able to communicate effectively with parents, pupils and visitors to the school (I, R) • Well organised and flexible approach to work (I, R) • Well organised and flexible approach to work (I, R) • Ability to work constructively and supportively as part of a team (I, R) • Good attention to detail (I, R) • Able to work on own initiative but seeks advice from others when necessary (I, R)	
Personal Attributes	• Resilient (I, R) • Reliable (I, R) • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R)	

	• Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R)	
Other Factors	• Good attendance record (R) • Outstanding references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R) • Police clearance (DBS check)	

Evidence Key:

(AF) – Application Form
(I) – Interview
(R) – References