



The Laurels Primary School is seeking an

# Administration Assistant



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# Welcome to The Laurels Primary School

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The Laurels Primary School is seeking a proactive and organised team player to join us as an Administration Assistant. This is an exciting opportunity for a motivated and committed individual to join our dedicated and talented team.

As a school, we are uncompromising in our aspirations for every individual. We endeavour to do this by ensuring every child feels nurtured, excited to learn, and can discover their passions.

We are also uncompromising in our aspirations for staff. We have worked hard to develop a culture where our team is looked after, supported, and professionally enriched.

In our most recent Ofsted report, where we were rated as 'Good', inspectors wrote: 'Staff are proud to work at the school. They feel part of a close-knit team. Staff appreciate the way that leaders are considerate of their workload. Leaders are approachable and highly aware of staff wellbeing.'

We are looking for someone who will enjoy interacting with our children, colleagues and

visitors - relationships between staff, pupils and parents/carers are key to our success.

The main responsibilities of this role are to provide confidential, effective, efficient and flexible administrative support with minimal supervision. The successful candidate will have a calm, confident, professional manner and be an effective communicator.

The Laurels Primary School is a one form entry primary with 190 children on roll and is part of Durrington Multi Academy Trust (DMAT). Within our trust, we place high regard on recruiting and retaining excellent staff to ensure everyone's success.

If you feel that you can bring something special to our school and Trust, please contact the school office so we can show you our school and what we have to offer!



**Charlotte Bull**  
Headteacher

# The Role

## Administration Assistant

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### Overall Purpose of the role

- To provide essential administrative support to ensure the smooth operation of the school's day-today activities
- Being the first point of contact and communication for visitors to the school
- Managing office functions, maintaining pupil records and assisting in communications between parents, staff and the school community.
- Be responsible for safeguarding and prioritising the welfare of children.
- Responsible to the Headteacher.

## Main Duties

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### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

### Key Tasks

- Perform general office duties, including answering phone calls, responding to emails and greeting parent, pupils and visitors
- Serve as a point of contact between parents, teachers and the school community
- Manage the school calendar, scheduling appointments, meetings and events
- Prepare, edit and distribute correspondence and reports as needed
- Order and maintain school stock cupboard supplies
- Maintain accurate and up-to-date pupil records, including attendance, enrolment and academic reports
- Handle confidential information in compliance with data protection regulations
- Process school admissions and leavers
- Maintain morning registers and contact families with unexplained absence
- Liaise and arrange meeting rooms/ timings e.g. music teachers, school nurse team, social worker visits
- Maintain the general office email box and respond or forward to appropriate staff
- Administer termly after school clubs (internal), liaise with external providers
- Liaise and administer sporting events e.g. tournaments, football, legacy games etc
- Liaise with the Senior Leadership Team and teachers re: trips, booking coach travel, letters to parents etc
- Keeping school calendar/ yearly planner up to date
- General admin – communication with parents
- Administer requests for term time absence
- Arrange school photographer visits

- Liaise with FOTLS (Friends of the Laurels) re events and communication with parents
- Administer Cucina lunch scheme, circulate daily registers
- Administer School Milk scheme & circulate weekly registers
- Administer the Fruit & veg scheme
- Keep entrance and noticeboards tidy and up to date
- Undertake first aid training to support pupils with their medical needs as and when required.

This job description sets out the duties of the post at the time when it was drawn up. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task needing to be undertaken may not be identified. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## Candidate Specification

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	Essential Criteria	Desirable Criteria
Qualifications and Experience	<ul style="list-style-type: none"> <li>• English and Maths GCSE or equivalent</li> <li>• Experience of working in an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Be highly organised, with excellent accuracy and strong attention to detail</li> <li>• Excellent written &amp; verbal communication skills with a good telephone manner</li> <li>• Strong ability to work flexibly, independently and as part of a team</li> <li>• Ability to work under pressure, prioritise, time manage and work to deadlines</li> <li>• Strong IT skills; confident in using MS word and Excel spreadsheets, Google suite and email</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Arbor (our school MIS)</li> <li>• Experience of CPOMs</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcome for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets</li> </ul>	

	<p>financial probity and reputation of the school</p> <ul style="list-style-type: none"> <li>• Maintain a high level of confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Have appositive, friendly approach towards staff, children, parents and the school community</li> <li>• Have a flexible and adaptable approach</li> <li>• Deals with difficult situations effectively</li> </ul>	
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## Package

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<b>Responsible to:</b>	Headteacher
<b>Salary Grade:</b>	NJC Grade 4 Scale 5 FTE £24,790 Actual salary £11,905.38 per annum.
<b>Hours:</b>	<p>21 hours per week with flexible scheduling, you can choose between the following patterns;</p> <p>8am to 12.15pm Monday to Thursday &amp; 8am to 12pm Friday or  12pm to 4.15pm Monday to Thursday &amp; 8am to 12pm Friday.</p> <p>Term time only + additional INSET days as requested.</p> <p>This is a permanent position.</p>

## Safeguarding

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The Laurels Primary School is committed to the safeguarding and wellbeing of our children. It is a core expectation of every member of staff to safeguard the wellbeing of every child within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to apply

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Applicants must complete the application pack and email it to [coliver@laurelsprimary.co.uk](mailto:coliver@laurelsprimary.co.uk) or via post to Carly Oliver, The Laurels Primary School, Winterbourne Way, Durrington, West Sussex, BN13 3QH by **Friday 31<sup>st</sup> January 2025 at 9.00**. Please return the application form with a supporting letter (maximum 2 sides of A4) addressing the following points:

1. [Why would you like to work at The Laurels Primary and what would you bring to our team?](#)
2. [How would your experience and skills enable you to be successful in the role?](#)

**Some of our roles attract a high level of interest and for this reason we review applications as they are received, therefore on occasions this means roles may close earlier than advertised; so early applications are highly recommended.**

Visits to the school are most welcome, please email Carly Oliver, Executive Assistant, [coliver@laurelsprimary.co.uk](mailto:coliver@laurelsprimary.co.uk) or 01903 830901.

The Laurels Primary School  
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