

JOB DESCRIPTION

POST TITLE:	Administration Assistant
GRADE:	F (SCP 7-8) 37 hours TTO + 1
RESPONSIBLE TO:	OFFICE MANAGER & HEADS PA
MAIN PURPOSE:	Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

TASKS:

- Undertake reception duties, including answering telephone and face-to-face enquiries, welcoming visitors and maintaining accurate signing-in procedures.
- Provide general administrative and clerical support across the school, including photocopying, filing, word processing, correspondence, forms, mail distribution and routine office tasks.
- Use the school MIS and other digital systems accurately to maintain records, update information, produce reports, prepare lists and support daily school operations.
- Analyse, collate and present information as required, including pupil data, reports, records and returns for internal use and external agencies.
- Support the administration of school trips, events, lettings, meetings, governance-related activity and other uses of the school site.
- Take notes at meetings and provide administrative follow-up as directed.
- Support routine financial administration, including processing orders, maintaining records and assisting with stock, supplies, cataloguing and distribution.
- Support student services administration, including areas such as uniform, student resources and other school-based services.
- Support recruitment and HR administration where required, including recruitment packs, interview paperwork, absence records and Single Central Record evidence.
- Communicate professionally and effectively with parents/carers, students, staff, visitors and external agencies, including during sensitive or challenging conversations.
- Provide general advice and guidance to staff, students, visitors and others in line with school procedures.
- Use ICT packages, shared drives, online forms, communication platforms and relevant office equipment to support efficient school administration.
- Handle personal and sensitive information in line with UK GDPR, the Data Protection Act 2018, confidentiality expectations and school policies.
- Work flexibly across school administration functions to respond to operational needs.
- Appreciate and support the role of other professionals, contributing positively to the overall work, ethos and aims of the school.
- Attend and participate in relevant meetings, training, learning activities and performance development as required.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, data protection and equality, reporting concerns to the appropriate person.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Demonstrate an understanding of safeguarding and safer recruitment policies and procedures, and apply these appropriately within the school setting.
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times.
- Demonstrate and promote a commitment to equality of opportunity and the elimination of discriminatory behaviour and practice.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Section	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ● Good standard of education, including English and Maths, or equivalent. ● Relevant administrative qualification or experience. ● Willingness to undertake training. 	<ul style="list-style-type: none"> ● Level 3 or equivalent in Business Administration.
Experience	<ul style="list-style-type: none"> ● Experience of working in an administrative, clerical or customer-facing role. ● Experience of using ICT systems to maintain records and produce documents. ● Experience of handling confidential information. 	<ul style="list-style-type: none"> ● Experience of working in a school or education setting. ● Experience of using a school MIS, finance system or similar database.
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy, numeracy and ICT skills. ● Clear and professional communication skills. ● Ability to organise workload, meet deadlines and maintain accurate records. ● Ability to remain calm and professional in a busy environment. ● Understanding of confidentiality, safeguarding, data protection and equality expectations. 	<ul style="list-style-type: none"> ● Knowledge of school administration processes.
Personal attributes	<ul style="list-style-type: none"> ● Friendly, approachable and professional manner. ● Flexible, reliable and able to work as part of a team. ● Discreet and trustworthy. ● Positive approach to working with children, young people and adults. 	