

## JOB DESCRIPTION



<b>POST TITLE:</b>	<b>Administration Assistant – Level 2</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>GRADE:</b>	<b>Band 4, SCP 6</b>
<b>PURPOSE OF POST:</b>	<b>Under the direction/instruction of senior staff: provide clerical, administrative and financial support to the academy.</b>

### Main Responsibilities

Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

1. To undertake typing and word-processing accurately and in a timely manner as required by Senior Staff.
2. To deal with enquiries by telephone, face to face and email, and ensure that they are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
3. Provide administrative support duties to support the smooth running of the school office including photocopying, filing, completion of forms, registers, school meals and educational visits.
4. To minute and take notes of meetings as required by Senior staff.
5. To maintain and update manual and computerised records / management information systems as required including production of lists / information e.g. pupil data.
6. To undertake routine financial administration e.g. collecting and recording dinner money, school trips money, petty cash etc.
7. To sort incoming and outgoing mail and distribute across the Academy as appropriate.
8. To ensure that visitors to the Academy are received courteously and punctually.
9. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
10. To provide cover / assistance to other members of staff as required.
11. To ensure that adequate levels of supplies and stocks as available and as required by Senior Staff i.e. uniform, text books, snacks for snack shop.

12. To co-ordinate uniform / snack / book and other “shops” within Academy including taking money and placing necessary orders with external suppliers.
13. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
14. To carry out your duties with full regard to the Academy’s policies including, but not limited to, Safeguarding, Health & Safety, Equality Policy and Race Equality Scheme, Code of conduct, Data Protection.
15. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
16. Any other duties of a similar nature related to the post which may be required from time to time.

### **Support the school by**

Ensure that you work in line with all the Academy and Trust policies and procedures and ensure that you are aware of your obligations under these.

Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

To comply with health and safety policies, organisational statements and procedures, report any incidents, accidents or hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Reviewed: November 2025

## PERSON SPECIFICATION

### Administration Assistant

#### Key

- A Application form including personal statement**
- S Selection Process including interview**
- R Employment References**
- C Certificates**
- D Enhanced Disclosure and Barring Services Criminal Check**

Criteria number	Criteria	Essential / Desirable	Stage identified
	<b>Qualifications</b>		
1.	NVQ level 2 in Administration, Business Studies or equivalent	E	A, C
2.	GCSE English and Mathematics Grade A* – C or equivalent	E	A, C
3.	Word Processing / Typing Qualification (i.e. RSA)	D	A, C
	<b>Experience &amp; Knowledge</b>		
4.	Knowledge and / or experience of First Aid	E	A, S, R
5.	At least 1 years previous Administrative experience including undertaking financial administration procedures (invoices, ordering)	E	A, S, R
6.	Experience of face to face and telephone reception duties	E	A, S, R
7.	Knowledge of Data Protection requirements and understanding of confidentiality	D	A, S, R
8.	Awareness of child protection issues	D	A, S
	<b>Skills</b>		
9.	Ability to relate well to children and adults	E	A, S, R
10.	Ability to work successfully as part of a team	E	A, S, R
11.	Ability to communicate both orally and in writing to a wide range of audiences	E	A, S, R
12.	Ability to maintain accurate records	E	A, S, R
13.	IT Literate, capable of using MS Word / Excel and office packages	E	A, S, R
	<b>Personal Attributes</b>		
14.	Participate in development and training opportunities	E	A, S, R
15.	Ability to abide by Academy policies and procedures	E	A, S, R

<b>Criteria number</b>	<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Stage identified</b>
16.	Motivation to work with children	E	S, R, D
17.	Commitment to safeguarding pupils and suitability to work with children/ young people	E	A, S, R
<b>Special Requirements</b>			
18.	To comply with all school and trust policies and procedures	E	S
19.	Emotional resilience in working with challenging behaviours and attitudes, and to use authority to maintain discipline	E	S, R, D
20	Ability to form and maintain appropriate relationship boundaries with children	E	D
21	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	S
22	Suitability to work with children.	E	D
23	Satisfactory Enhanced Disclosure and Barring Service Check	E	D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: January 2026