



Job Description & Person Specification

Position: Administrative Assistant

Job Title:	Administrative Assistant
Scale:	Scale 3, point 4-5
Responsible to:	Office Manager
Responsible for:	N/A

Job Purpose:	<p>To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.</p> <p>To provide general administrative support to the school under the instruction of Senior Staff and to assist in the efficient running of the school office.</p> <p>To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.</p> <p>To be aware of and support differences and to ensure equal opportunities for all.</p> <p>This role reports directly to the School Office Manager.</p>
Duties & Responsibilities:	<p>In fulfilling the requirements of the post, the post holder will demonstrate essential professional characteristics, and in particular will:</p> <p>Welfare</p> <p>To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary</p> <p>To liaise with parents regarding pupils' sickness/injury</p> <p>To assist with the general welfare of pupils</p> <p>To take a lead role in managing pupil's medical care plans</p> <p>Reception</p> <p>To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate</p> <p>Provide a warm welcome to all. Dealing with telephone and face-to- face enquiries in an efficient and professional manner</p> <p>Ensuring that all messages are dealt with in a timely and accurate fashion and where relevant, relayed to colleagues promptly</p> <p>Deal with incoming and outgoing post</p> <p>To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedure e.g. including the issue of visitor's badges and signing of the visitor's book</p> <p>To accept and sign for deliveries as appropriate</p> <p>To provide hospitality for visitors to the school</p> <p>To ensure that all information is treated confidentially and to have absolute discretion and all times, complying with the school's data protection procedures</p>



	<p>Administrative</p> <p>To update manual and computerized records/management information systems</p> <p>To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier</p> <p>To provide general clerical support as required</p> <p>To assist with the administration of school visits in liaison with the teaching staff</p> <p>To assist with the administration of lunchtime and after school clubs including compiling registers, medical information and liaising with parents</p> <p>To undertake routine data input and typing</p> <p>To assist with maintaining the school diary</p> <p>To attend, participate and take notes at meetings as required</p> <p>Attendance and Admissions</p> <p>To undertake first day calling in line with the school's safeguarding procedures</p> <p>To maintain accurate attendance records including escalating to the safeguarding team where necessary</p> <p>Follow the schools safeguarding policy and procedures.</p>
<p>General:</p>	<p>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.</p> <p>Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.</p> <p>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.</p> <p>Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.</p> <p>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.</p> <p>To understand and apply school policies in relation to health, safety and welfare.</p> <p>Attend relevant training and take responsibility for own development.</p> <p>Attend relevant school meetings as required.</p> <p>To respect confidentiality at all times.</p> <p>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</p> <p>To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</p> <p>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</p> <p>Communicate with parents and carers as part of maintaining positive relationships and the full implementation of the school's values and ethos.</p> <p>To promote the school's values, positive attitudes and good pupils behaviour, dealing promptly with conflicts and incidents in line with establish policy and procedures, encouraging pupils to take responsibility for their own behaviour</p> <p>To support playground/breaktime/lunches and lunchtime play supervision within employed hours.</p>



	<p>Administer first aid as appropriate – training will be provided.</p> <p>Maintain vigilance regarding Safeguarding and Child Protection</p> <p>Be aware of and comply with policies and procedures relating to Child Protection, safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person in a timely and proactive manner</p>
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
Knowledge & Experience	Recent experience of working in a primary/secondary school.	E
Personal qualities, Skills and attributes	Ability to work well under pressure.	E
	Ability to manage own time effectively.	E
	Calm and empathetic	E
	Organised, patient, resourceful and resilient	E
	Flexible and adaptable A good sense of humour	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	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 June 2025.