

Principal
Mrs N Damms
BSc (Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

Purpose

The Administration Assistant will provide high-quality business and administrative support to our Ofsted 'Outstanding' academy. This role is essential in supporting the smooth running of the school and ensuring excellent service to pupils, staff, parents, and visitors.

Key responsibilities

- Ordering and distribution of school resources.
- Booking and recording staff CPD and compliance courses, ensuring timely renewal of qualifications.
- Supporting the Business Leader and Site Services Officer with site compliance filing and administration.
- Managing school site access passes.
- Administrative support for school meal ordering system.
- Managing First Aid administration, including first aid box checks, medical supply storage, and liaising with healthcare professionals for school vaccinations.
- Providing financial and extra-curricular administrative support.
- Maintaining and updating the whole-school calendar.
- Overseeing school lost property.
- Organising ordering and distribution of school milk, fruit, and wraparound care food supplies.

Administration

- Providing effective administrative support independently and as part of the office team.
- Using school administrative systems confidently to support communication and organisation.
- Maintaining manual and computerised records accurately.
- Using Microsoft Office applications, particularly Word and Excel, efficiently.
- Undertaking reception duties and welcoming visitors with professionalism.
- Providing refreshments to guests when required.
- Undertaking any other reasonable duties that support the aims of the academy.

Other Duties

- Being first-aid trained and able to provide emergency first aid when required.
- Administering prescribed medication to named pupils following appropriate training.

General

- Contributing to the academy's ethos with a positive, proactive attitude.
- Participating in training, professional development and performance management.
- Attending relevant meetings as required.
- Complying with policies related to safeguarding, equal opportunities, health and safety, confidentiality, and data protection.
- Safeguarding and promoting the welfare of children and vulnerable adults as part of all duties (Enhanced DBS required).
- Undertaking additional tasks as directed by senior staff (Office Manager or Senior Leadership Team).

This job description is not exhaustive and may be amended at any time in consultation with the post holder.

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Person Specification

Criteria (Essential and Desirable)		Essential	Desirable
Knowledge, Understanding and Experience	<ul style="list-style-type: none"> • Experience of working in a school office. • Knowledge of Arbor & ParentPay or similar platforms. • Experience of adaption to new IT platforms in a school. • Good organisation skills. • Ability to work on own initiative. • Able to work as part of a team. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Qualifications and Training	<ul style="list-style-type: none"> • Minimum of 5 GCSE's at Grade C or above including Maths and English. • First Aid Qualification (training will be given to the successful candidate). 	<p>✓</p>	<p>✓</p>
Skills and abilities	<ul style="list-style-type: none"> • Competent IT skills including Microsoft Excel and Word. • Excellent communication skills and ability to deal with a range of stakeholders. • Ability to work under own initiative and seek management assistance when appropriate. • Ability to maintain accurate manual and digital records. • Ability to prioritise workload and meet deadlines. • . Ability to maintain confidentiality at all times. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Self-awareness: learns continuously and adapts following feedback. • Personal effectiveness: resilient, flexible and proactive. • Communication: listens and shares information effectively. • Service delivery: understands stakeholder needs and responds appropriately. • Willingness to identify training needs and join development opportunities. • Professionalism, honesty and integrity. • Commitment to safeguarding and promoting welfare of children. 	<p>✓</p>	