

Job Title:	Administration Assistant
Location:	Any Lighthouse School
Salary Range:	JG3
Reports To:	Headteacher

Job Purpose

The Administration Assistant is responsible for supporting with the administrative, financial, and organisational processes within the school. They will act as the initial point of contact for pupils, parents, carers, and visitors.

Main Responsibilities and Duties

General Administration

- Respond to enquiries from the school community and visitors, which are received in person, by telephone and email, keeping appropriate records, and referring information, messages, and questions to colleagues where appropriate. Undertake administrative and secretarial tasks, including word-processing, spreadsheet work, filing, photocopying and scanning, data collation.
- Maintain the operation of the printer and photocopier and other office equipment to ensure it is ready to use, resolving any issues as needed.
- Manage the school diary and the school signing in book for visitors entering and leaving the school to ensure Safeguarding procedures are followed
- Administration of electronic staff accounts, such as email accounts
- Report any issues with the school's IT systems.
- Organise and distribute incoming and outgoing post and deliveries
- Order, monitor and manage stock and resources.
- Prepare and send communications (paper or electronically) to parents and carers, and the wider community, including Newsletters and social media.
- Administer additional activities for pupils such as trips, music tuition, wrap around care
- Support with the organising of parents' evenings and other meetings and events, including the organisation of rooms and equipment, and supplying refreshments as required
- Provide diary management support for the school's senior leadership team

Data Entry and Record Keeping

- Input data into payroll, HR, student record systems and other systems as appropriate; ensuring a high level of accuracy and maintaining confidentiality
- Administer admissions processes e.g. preparing packs for new parents, maintaining class lists
- Maintain pupil attendance data e.g. late arrivals/absence and report to the Headteacher
- Record/Input staff absences and book supply cover where needed.
- Complete School Census returns and returns to a variety of organisations e.g. payroll provider
- Support maintenance of single central record for visitors and contractors

- Manage and organise completed forms from parents e.g. permissions
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality
- Update information on the school's website

Recruitment

- Support the LSP (Lighthouse Schools Partnership) Central HR team with recruitment, including support with pre-employment checks for candidates, booking rooms, liaising with the interview panel and organising relevant paperwork
- Ensure that personnel files in school are up to date
- Book training courses for all staff as directed by the Headteacher

General

- Undertake projects and initiatives as directed by the Headteacher in order to support the work of the school.
- Undertake any reasonable work requested by the Headteacher as part of the role, that is compatible with the nature and grade for this post.
- Be an active and effective contributor to the school and the Lighthouse Schools Partnership

Supervision and Management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

The post holder does not have supervisory responsibilities for other staff.

The post holder will be managed by the Headteacher

Problem Solving and Creativity

At busy times, the postholder will need to prioritise their workload

Dimensions

Lighthouse Schools Partnership is a Multi-Academy Trust of 30 schools across the age range from Nursery to Sixth Form. The Trust includes both community and Church of England schools

This role will provide administrative support, as required, to the school.

Key Contacts and Relationships

- Headteacher
- Parents
- Pupils
- School based staff
- The LSP Central team
- External contractors/suppliers (providing goods or services and other external organisations)
- Governors

Occasional contact with Trustees and Local Authorities

Decision Making

How to deploy their time to deliver an agreed programme of work.

Identify where additional support or escalation is required and seek appropriate support	
Resources	
General Office equipment	
Working Environment	
Any Lighthouse Schools Partnership location	
Working in a busy, open office.	
Special Notes or Conditions	
<p>The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.</p> <p>The post holder will have the opportunity to make a significant difference to the deliverability of quality education to students across the Trust.</p> <p>This job description only contains the main responsibilities relating to the post and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other reasonable duties and responsibilities that are compatible with the nature and grade for this post.</p>	
Name	
Signature	
Date	

PERSON SPECIFICATION

Job Title:	Administration Assistant	
Location:	Any Lighthouse Schools Partnership location	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> 5 A*-C GCSE's or equivalent. Experience in a face-to-face customer service role Experience of working in an office environment, dealing with a range of enquiries 	<ul style="list-style-type: none"> Experience of working in the Education sector.
Skills and Abilities	<ul style="list-style-type: none"> Highly organised and methodical. Ability to demonstrate accuracy and attention to detail. Positive and professional demeanour Ability to work in a confidential manner at all times. Ability to manage sensitive information. Quickly and accurately record 	<ul style="list-style-type: none"> Knowledge of Keeping Children Safe in Education.

	<p>information on to a database</p> <ul style="list-style-type: none"> • Good communication skills with people at all levels and from a variety of backgrounds • Knowledge of ICT software packages such as Microsoft Office Suite • Ability to work under pressure • Good time management and prioritisation skills • Ability to work to deadlines • 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Ability to work in busy office environment with frequent interruptions. • Take responsibility for own professional development and attend training courses as required to perform duties. • Act as an ambassador for the school and the Trust to its stakeholders 	<ul style="list-style-type: none"> • Ability to quickly build an appropriate rapport with staff, students and parents