initio Learning Trust

Job Description (inc Person Specification)

Job title:	**Administration Assistant**
Grade:	Grade 3 (Scale point 3-4)
Reports to:	Office Manager

Main job purpose

To provide smooth and efficient administrative support to the school, ensuring compliance with trust administrative/clerical and reporting requirements. To act as receptionist and front of house for the school.

Main responsibilities and duties

- To complete appropriate data input and processes associated with the clerical and administrative needs of the school, using specialised trust systems.
- To maintain electronic and paper filing systems as appropriate, to support the efficient and smooth working of the school in accordance with GDPR and trust requirements.
- To act as receptionist for the school, dealing with routine queries in accordance with the school procedures, and referring more complex or sensitive matters to the appropriate member of staff.
- To manage communications to parents using appropriate systems.
- To provide a range of general administrative activities to support all areas of the school as directed by the office manager.
- To undertake other general office duties as required, assisting in the absence of colleagues.
- To administer first aid to pupils, maintaining accurate logs of first aid delivery.
- To maintain first aid supplies and keep the first aid room tidy and well stocked.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision and management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary, and appropriate training will be provided to ensure the postholder is competent to work in this manner.

Decision making

There is a need to establish the importance and urgency of contacts made into the office, and onward referral as appropriate.

The majority of other day to day activities will follow standard practice and procedures.

Problem solving and creativity

At busy times, the ability to prioritise will be important.

Key contacts and relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Resources

General Office equipment.e.g computers, telephones, photocopiers.

Working environment

Working in a busy office with frequent use of IT.

Progression in Post (if applicable)

Progression in post within the Office Administration job family is dependent on size of school, and scope of responsibility.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Central HR Team
Date:	January 2026

Requirements	Essential	Desirable	Evidence
Qualifications	• 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification)	• First Aid qualification and/or willingness to undertake appropriate training	Application Form Interview References
Knowledge & Experience	• Previous experience / work experience of working in an administration environment • Experience of following processes and procedures	• Experience of working in a school office • Experience of using Arbor data management system, and parental communication software	Application Form Interview References
Skills	• Strong IT skills using a range of current software and systems • Effective administrative and organisational skills • Good communication and interpersonal skills • Fluency in English for all student and public-facing roles.		Application Form Interview References Language Qualifications Fluency in English (*)
Personal Qualities	• Professional approachable manner • Quick Learner • Flexible and adaptable • Ability to stay focussed and on task • Ability to prioritise		Application Form Interview References
Relationships	• Have positive and mutually supportive relationships with all colleagues • Ability to promote the school across the wider community		Application Form References Interview
Safeguarding	• Awareness of relevant Safeguarding procedures		Application Form Interview References

(*) *Fluency in English evidenced by:*

- *Competently answering interview questions in English;*
- *Possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad*
- *Passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad*