



Deanery C.E. Primary School

JOB DESCRIPTION: Administrative Assistant – Grade 2
(15 hours per week)

The duties of the Administrative Assistant will be as follows:-

MAIN PURPOSE

To work as a team member within the school office under the leadership and direction of the Office Manager. To provide an efficient, effective and professional administration service for the school staff, parents and visitors.

CORE STANDARDS

1.1 CLERICAL / ADMINISTRATION

- Telephone and school main reception duties.
- Responsible for Arbor attendance – checking daily registers, following up on a child's attendance checking with parents as necessary;
- Recording absence requests, preparing letters and attaching all paperwork to child's record in Arbor.
- Providing daily dinner numbers to kitchen staff.
- Keeping pupil records up to date in Arbor.
- Dealing with daily Foxes booking queries.
- Managing Little Hollies 30 Hours administration.
- Dealing with deliveries and visitor, recording DBS information on Single Central Record.
- General administrative duties including photocopying and laminating.

1.2 CHILD PROTECTION / SAFEGUARDING

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- Ensure all visitors are signed in and carry out appropriate safeguarding checks. Signpost visitors to our safeguarding literature.
- Be observant of any loiterers and report to SLT / Manager immediately.
- To ensure that all children are collected by a nominated person as per the school's Data Check Sheet.
- To ensure confidentiality and data protection in line with school policy.

1.3 OTHER DUTIES

- To ensure all tasks are carried out with due regard to Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos and values of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the School office.

PERSONAL AND PROFESSIONAL CONDUCT

All employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.

At The Deanery, we expect staff to maintain standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regard for the need to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Admin staff must have an understanding of, and always act within, the role as set out in their job description.

Line Manager: Business Manager

Lead Manager: Head Teacher

Sept 2026