



JOB DESCRIPTION

- Job Title :** Administrative Assistant
- Grade:** NJC 5 to 6 – 37 hours per week, term time only
- Job Location:** Marine Park Primary School, South Shields.
- Employer:** Tyne and Wear Learning Trust
- Responsible to:** Headteacher

Purpose of Job:

This role is vital in ensuring the smooth daily operation of the school, providing administrative support for staff, parents, carers and visitors. A passion for working in a child-centered environment and possessing strong administrative skills.

Organisation

- Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Record, monitor and evaluate pupil attendance liaising with Headteacher.

Administration

- Provide general clerical / admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence, making orders, admissions and attendance paperwork.
- Maintain manual and computerised records/management information systems with a particular emphasis on the monitoring of school attendance. This will include making first-day phone calls and following up pupil absence.
- Produce lists/information/data as required e.g. pupil's data, attendance data.
- Update school website and collate and co-ordinate regular school newsletters.
- Undertake ICT tasks within approved IT systems e.g, school MIS.
- Take notes at meetings and prepare minutes (if required).
- Sort and distribute mail.
- Undertake administrative procedures e.g. registers / school lunch money /uniform / ordering.
- Maintain and collate pupil reports.

Compliance and reporting

- Ensure all school records comply with Ofsted and other regulatory body requirements.
- Support the preparation of reports and documentation for inspections or audits.
- Manage staff training and certification records, ensuring they remain up to date.

Resources

- Operate relevant equipment / ICT packages (e.g. word, excel, databases, spreadsheets,



Internet, CPOMS, Arbor, etc).

- Operate office equipment e.g. photocopier
- Maintain stock and supplies, cataloguing and distributing as required.
- Monitor and administer dinner money and all other school sales using Arbor.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders under the direction of the Headteacher.

Personal responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Provide support and guidance and supervision to staff that may come under your responsibilities.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Signed:

A. Emmerson

Date:

June 2026



Job Title: Administrative Assistant

Person Specification

Minimum Essential Requirements		Method of Assessment
Qualifications	<ul style="list-style-type: none">▪ Level 2 or above in a relevant administrative qualification.▪ GCSE or equivalent in English and Maths.	Application form.
Experience	<ul style="list-style-type: none">• Recent experience and clerical experience preferably gained in school or educational establishment (within 5 years).• Experience of dealing with the public including face to face communication.	Application form/ interview.
Skills	<ul style="list-style-type: none">• Strong written and verbal communication skills.• Good literacy and numeracy skills.• Good organisational skills.• Proficiency in IT systems, including Microsoft Office and management software.	Application form/ interview.
Knowledge	<ul style="list-style-type: none">• Understanding of confidentiality and data protection practices.• Knowledge of relevant policies/codes of practice and awareness of relevant legislation.• Equal opportunities.	Application form/ interview.
Professional Attributes	<ul style="list-style-type: none">• Using own initiative.• A friendly, approachable, and professional manner.• A proactive and solution-oriented mindset.• Work flexibly as and when required.• Commitment to the principles of equality and diversity.• Patience and empathy when dealing with children, parents, and carers.• Engaging in Continued Professional Development (CPD).	Application form/ interview.

Signed: *A. Emmerson*

Date: June 2026