

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Administrative Assistant	Location	Woodlands Primary Academy
Salary	Scale C, points 3-4 £24,796 - £25,185 (actual £11,528 - £11,709)	Hours	19.5 (up to 20.5) hours, 40 weeks. Tues, Wed, Fri 08:30 - 15:30 (30 minute unpaid lunch) with potential to work until 16:00 on two days per week.
Department	Office Team	Reports To	PA to SLT

JOB PURPOSE:

The Administrative Assistant will provide efficient and general administration support on a range of functions across the school. The post includes working directly with staff, children, parents, and other agencies.

KEY RESPONSIBILITIES AND DUTIES:

- To provide a professional and courteous reception service to all stakeholders, ensuring that all visitors are made to feel welcome and ensuring that hospitality is provided as required.
- Ensuring that all visitors and callers to the school are courteously and correctly received and any issues dealt with sensitively.
- To provide a responsive telephone service; promptly dealing with routine enquiries or referring callers to appropriate staff and taking messages in a precise, accurate, and courteous manner.
- Opening and distributing incoming mail, dispatching outgoing mail, and assisting with general postal arrangements.
- To ensure efficient and effective communication between the school office and parents/carers including by text message, newsletters, and email.
- Assisting staff to maintain school databases and pupil records relating to attendance.
- Working directly with parents to take bookings and payments for extra-curricular and before/after school clubs.
- A working knowledge and understanding of IT and office systems/software, including Arbor, and an understanding of school procedures.
- To undertake basic word processing and other ICT based tasks, both of a general nature as may be required to meet the needs of the school.
- Printing, photocopying, and distributing parent letters, reports, and other documents as necessary.
- Providing first aid support as needed, including administering medication to children as agreed with their parents.
- Administer first aid for the school and deal with incidents as they arise.
- To store and administer medicines in line with national and local policies.
- To ensure the first aid policies are followed at all times.
- Supporting teachers with first aid supplies (e.g. inhalers in classrooms).
- Attendance administration including checking and updating daily registers with pupil absences.
- Promote and safeguard the welfare of all pupils within the school, raising any concerns in accordance with the school's protocols and procedures.

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- Be a positive role model and consistently demonstrate the positive attitudes, values, and behaviour which are expected of pupils.
- Assist in promoting the school by regularly updating and maintaining content across all official social media platforms, ensuring consistent and engaging communication with the wider community.
- Undertaking any other duties that are within the grade and scope of the post as determined by the Headteacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff.

This job description is not necessarily a comprehensive definition of the post, and the postholder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• GCSE English and Maths, minimum Grade 4 or equivalent.	
EXPERIENCE	• Experience in working with children and young people. • Experience of working as part of a team. • Experience in dealing with and managing first aid incidents. • Experience and competence in using a school database such as Arbor.	• Experience of using Arbor for generating reports. • Experience of working in partnership with parents.
KNOWLEDGE AND UNDERSTANDING	• Awareness of safeguarding and child protection in schools. • Understanding of the significance of highly effective school administration. • Understanding of how to work with different families. • Awareness of first aid procedures.	• Knowledge of strategies to improve school attendance. • Knowledge of the legislation related to school attendance.
SKILLS AND PERSONAL ATTRIBUTES	• Communicate effectively with pupils, parents, and staff using a variety of communication approaches (e.g. face-to-face, phone, written). • The ability to relate to pupils and parents in an empathetic manner.	

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	• Ability to deal with difficult and stressful situations in a calm yet effective manner. • Ability to apply the Academy's procedures consistently. • Effective use of IT and highly effective organisational skills. • Provide a professional representation of our school at all times.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.