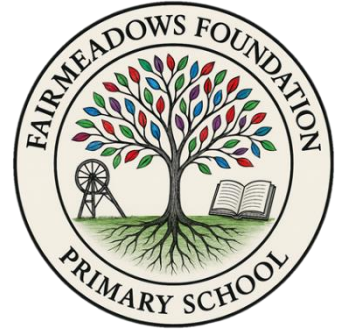




Job Description

Position Title: Admin Assistant

Type: Part-time, Fixed-Term (12 months)

Hours: 15 hours per week (flexible scheduling available)

Salary: Starting salary pt4 £25,185 - pt9 £27,254 FTE - £8692 pro rata per annum (paid term time only)

Start Date: November 2025

Job Purpose

To provide administration support to the school's pupil administrator, working flexibly across a range of functions. She/he will act as an initial point of contact for incoming phone calls, visitors, children, staff, enquiries and, as such, must be well-presented with a professional, friendly approach.

The Admin Assistant will be an essential member of the Administrative Team and contribute towards the smooth running of the school.

Key Responsibilities

- Welcoming visitors to the school and using the sign in process, following Child Protection procedures.
- Answering the school telephone and directing calls accordingly.
- Responding to telephone/email enquiries from parents and public.
- Receiving parcels and deliveries.
- Using Microsoft packages, particularly Word and Excel, to help support the school's administrative team.
- Assisting with all administrative duties such as photocopying, filing, etc.
- To be flexible and highly organised.
- To work to deadlines in a calm and confident manner when under pressure.

Person Specification

Qualifications & Training

- GCSEs (or equivalent) in English and Maths (Grade C/4 or above).
- Relevant administrative or secretarial qualification (e.g., NVQ Level 2 or 3 in Business Administration) or equivalent experience.

Experience

- Previous experience in an administrative role, preferably in an educational setting.
- Experience using office software (e.g., Microsoft Office Suite, SIMS or other school management systems).
- Experience handling confidential information.

Skills & Abilities

- Excellent verbal and written communication skills.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy in data entry and record keeping.
- Ability to prioritise tasks and manage workload under pressure.
- Competent in using email, internet, and other digital tools.

Personal Qualities

- Friendly and approachable manner.
- Professional and courteous attitude.
- Reliable and punctual.
- Flexible and adaptable to changing demands.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Criteria

- Experience working in a school office environment.
- Knowledge of school policies and procedures.
- First Aid qualification.
- Understanding of GDPR and data protection principles.

Additional Information

- Enhanced DBS check required
- Training opportunities available
- Fixed-term contract for 12 months.