

Job Description

Job title	School Administrative & Reception Assistant	Contract	Permanent/ Term Time
Department	Ardleigh Green Infant and Junior School (based in Junior school)	Reports to	Headteacher (with day-to-day oversight from Office Manager)

Our mission

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be to create a passion for lifelong learning; to enable our pupils to become kind, confident and impactful world citizens.

Your role

The Ardleigh Green Schools Administrative & Reception Assistant, who will be based in the Junior school office, is the first point of contact for pupils, parents, staff, and visitors. The role combines reception duties, general administration, and direct support for the Headteacher. You will manage communications, maintain records, prepare documents, and help organise school events and activities. You will also provide practical and confidential support to the Headteacher, including diary management, correspondence, and hospitality. Overall, the role is to provide a welcoming, efficient, and professional front-of-house service for our school community, supporting the smooth running of the school and the Headteacher, and ensuring every child, parent, and visitor receives a positive experience.

Person specification

Have strong organisational and administrative skills.	Essential
Excellent attention to detail and ability to manage sensitive data appropriately.	Essential
Proficient in IT systems (Microsoft Office, SIMS, EduLink).	Essential
Ability to adapt to a changing, and sometimes, challenging environment.	Essential
Ability to collect and assimilate relevant data according to the task.	Essential
Ability to build and maintain appropriate, effective and productive relationships.	Essential
Commitment to high professional and personal standards.	Essential
Ability to manage a complex workload and to work independently to tight deadlines.	Essential

Excellent communication skills with a commitment to maintaining confidentiality.	Essential
A current First Aid qualification or willingness to be trained	Essential

Accountabilities

Strategy	- Is aware of and understands the ELAT Vision, Mission and Values. - Will make a positive contribution to the teaching and learning culture in accordance with the ethos, aims and objectives of the school.
Planning	The planning component of this role is critical to ensuring the seamless operation of the school's administrative functions and the successful execution of key activities and events. This involves proactive organisation, attention to detail, and effective communication to support the broader objectives of the school.
Delivery	Communication - Engage with staff, parents/carers, students, and external agencies in person, via phone, and email. - Respond promptly to queries, provide information and services, and ensure accurate message-taking and recording using school systems. - Provide excellent customer service to all stakeholders. Administrative Support - Prepare letters, newsletters, and other communications for parents and staff. - Maintain pupil records and update school databases (e.g., SIMS, EduLink). - Support the administration of school trips, clubs, and events. - Handle reprographics, filing, and general office tasks. - Monitor and order office and classroom supplies. Communications Management - Handle communications efficiently. Attendance Support - Complete the daily registers for students am and pm as required with the support of the Office Manager - Support with locating students for the purpose of registers - Taking calls regarding absences of students and recording - Preparing attendance information for stakeholders eg HT and EWO Event Support - Assist in planning and organising school events/trips. Data Management - Use computer-based and paper-based systems to enter, record, and retrieve data, ensuring compliance with reporting requirements for various stakeholders. Resource Management - Monitor levels of school supplies/resources and place orders. Display Support:

	- Assist in maintaining engaging displays that showcase school information, children's work, and class projects, events, key messaging etc. Support for Headteacher - Manage the Headteacher's diary, schedule appointments, and organise meetings. - Prepare correspondence, reports, and presentations for the Headteacher. - Assist with confidential matters and maintain discretion at all times. - Arrange hospitality and support for visitors and meetings hosted by the Headteacher.
People Management / Organisational Development	Performance and Development - Actively participate in the Trust's Empowering Performance process to continuously enhance professional growth and effectiveness. - Complete a comprehensive school-based induction programme, where appropriate, and undertake any training required to improve performance in the role. Continued Professional Development (CPD) - Maintain the required level of Continued Professional Development (CPD) to stay updated with best practices and ensure excellence in the role. Adherence to School Values and Policies - Uphold and work in alignment with the values and ethos of the school. - Follow all school policies and procedures, ensuring consistent application in day-to-day responsibilities.
Information Management and Reporting	Report Production - Prepare and produce reports as requested. Policy Adherence - Strictly adhere to school policies, including those related to GDPR, Child Protection, and safeguarding. - Stay updated on relevant legislative and regulatory changes to ensure compliance in all pastoral and administrative duties.
Data Protection	All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	- Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. - Our pupils are the most important members of our institution and must be treated as such.

	• High level of integrity, discretion, and confidentiality. • Commitment to promoting the welfare of children and young people.
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Key Stakeholders	Pupils, staff, SLT, Trust SLT, Trust Board, LGC Members, parents, carers and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness