



Job Description & Person Specification

Senior Administrative Assistant

Job Title:	Senior Administrative Assistant
Scale:	Scale 6, Point 12 - 17
Responsible to:	Headteachers PA
Responsible for:	Administration duties

Job Purpose:	<ul style="list-style-type: none"> To manage and evolve the administrative function to ensure the provisions of a customer orientated student reception / telephone / reprographics service, continually improving the service provided by the team for Moulsham High School students, parents/carers and staff.
Duties & Responsibilities:	<ul style="list-style-type: none"> To share responsibility for and plan, monitor and evaluate the work of the office and reception staff. To anticipate termly administrative demands and plan ahead accordingly. Support Admissions admin and Appeals admin. Line manages members of the office team, receptionists, medical and reprographics, ensuring the effective and efficient deployment of team members. Be responsible for the professional review and professional development of direct reports Maintain stationery stock levels. To proof- read all letters. To triage CPOMs alerts (level 3 safeguarding training will be given). To manage SLT on call. To be the Educational Visits Co-ordinator (training will be given). To ensure that all feedback enquires are dealt with effectively in a timely manner. To liaise with the Deputy Headteacher Quality of Education to ensure that necessary cover arrangements are in place when teaching staff are absent, including short and long term supply bookings. To meet and induct all teaching supply staff, process timesheets and agency invoices. Ensure there is staffing cover for any first aid requirements. Support with cover for reception, medical , attendance and reprographics if required.
General:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.



	<ul style="list-style-type: none"> • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
Knowledge & Experience	Recent experience of working in a secondary school.	D
	Successful experience of working in an administrative team.	E
	Successful experience of managing a team.	D
Skills and attributes	The ability to work effectively as part of a team.	E
	The ability to use Office 365, Word, Excel and Powerpoint.	E
	An ability to be flexible and creative.	E
	An ability to use own initiative and work independently.	E
	An ability to communicate clearly both verbally and in writing.	E
	An ability to work calmly under pressure.	E
	An ability to manage own time effectively.	E
Personal qualities	Good attendance and punctuality record.	E
	Professional dress	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.



Bridge Academy Trust

Last updated June 2025.