



Job Description

Post Title: Senior Administrative Assistant

Responsible to: Headteacher

Contract: Permanent

Hours: 37 plus 2 weeks

Salary: Grade 5 SCP 17–24

Main Purpose of the Job

Under the direction of the Headteacher, the Senior Administrative Assistant is required to provide an effective reception service to staff, pupils and visitors, ensuring that queries are dealt with promptly and in a professional manner.

Duties and Responsibilities

General Administration & Reception

- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- Set up and maintain effective office systems within the schools admin office including manual and computerised retrieval systems.
- To ensure all telephone calls and messages are dealt with in a professional manner and passed to the appropriate person.
- To greet all external visitors to the school and liaise with appropriate staff.
- To ensure all incoming mail and deliveries are dealt with promptly and appropriately.
- To provide a range of administrative functions including: assisting and producing, where applicable, mail merge letters, PowerPoint presentations, inputting data and spreadsheet tasks.
- Assist with school trips and events.
- Photocopy, distribute and filing of documents as appropriate.
- To further develop an efficient administrative support system, realising and deploying the potential of IT and other technologies in the administration of the school.
- Monitor photocopiers and the ordering supplies as required.
- Assist with parent communications, as required.

Admissions, Attendance & Data Management

- Manage Nursery (2's and 3's) admissions processes, including application handling, allocations, and co-ordinating related funding.
- Manage Local Authority audits in relation to Nursery
- Ensure the Local Authority portal is accurate and up to date in relation Nursery admissions and funding. Completing termly sufficiency information.
- Provide attendance support, including executing first-day response procedures, tracking student absences, and issuing standard attendance letters.
- Co-ordinate, prepare, and submit the school Census data including Workforce census

Finance & Extended Services

- Utilise SAGE software to efficiently process school invoices, purchase orders, and related financial



tasks.

- Oversee the administration of the Breakfast and Afterschool clubs, including managing parent contracts, bookings, and the collection/reconciliation of monies.
- Manage and administer the School Fund, providing reconciliation and financial reports as needed.
- Collaborating with and supporting the "Friends of District" initiatives arranging annual audits of each fund.
- Manage the reconciliation of school bank statements and charge cards.
- Oversee the management of the Free School Meals (FSM) and school dinners system, including monitoring account balances, tracking software systems, and handling debt management.
- Coordinate milk for the Foundation Stage processing milk returns and reclaims
- Work with the headteacher to undertake annual reviews of subscriptions and service level agreements.

Human Resources

- To log staff absence on Sam People and complete HR Month end processes to send to payroll ensuring payroll deadlines are met.
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Operations & Team Co-ordination

- To work as an effective member of the whole school administration team.
- Provide direct support, guidance, and day-to-day management to other administrative assistants within the office.
- Liaise directly with suppliers, contractors, and agencies; co-ordinate their arrivals on site, verify credentials, and proactively contact them to gather necessary information.
- To promote the safeguarding of children and adherence to school policies particularly in relation to visitors to school.

Medical Support

- To manage and administer medicines and medical supplies in accordance with the school's administration of medication policy.
- To provide basic first aid.

Training

- To undertake training and professional development as appropriate.

Health & Safety

- Ensure visitors to site are signed in and aware of health and safety issues including fire evacuation.
- Act as the first contact for contractors and arrange any remedial work as required.
- Manage school lettings of the premises during term time and holidays.
- Support health and safety administration, including accident reporting and risk assessments.

General

- To undertake other duties appropriate to the post that may be reasonably required.
- Any reasonable task requested by the Headteacher or Senior Staff.



Person Specification: Administrative Assistant

The criteria below will be assessed through your application form (A), interview (I), and references (R).

1. Qualifications & Training

| Criteria | Essential / Desirable | Assessment Method |
|---|-----------------------|-------------------|
| Good standard of general education, including GCSE English and Maths (Grade C/4 or above, or equivalent). | Essential | A |
| Holding a current, valid Basic First Aid qualification (or willingness to undergo training). | Essential | A / I |
| Relevant qualifications in Business Administration, Finance, or IT. | Desirable | A |

2. Experience

| Criteria | Essential / Desirable | Assessment Method |
|--|-----------------------|-------------------|
| Significant experience working within a busy office or administrative environment. | Essential | A / I |
| Experience in a front-of-house customer service or reception role. | Essential | A / I |
| Experience working within a school or educational setting. | Desirable | A / I / R |



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|--|-----------|-----------|
| Experience utilizing financial software packages, specifically SAGE, for invoicing and purchase orders. | Desirable | A / I |
| Experience administering school systems (e.g., Nursery admissions, school dinner systems, Census, or attendance management). | Desirable | A / I |
| Experience providing day-to-day guidance, support, or management to other administrative staff. | Desirable | A / I / R |

3. Knowledge & Skills

| Criteria | Essential / Desirable | Assessment Method |
|--|------------------------------|--------------------------|
| Excellent IT skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint) and database retrieval systems. | Essential | A / I |
| High level of communication skills, with the ability to liaise professionally with staff, pupils, parents, suppliers, and external agencies. | Essential | I / R |
| Strong financial numeracy, with the ability to handle cash, manage club contracts, and track outstanding debts accurately. | Essential | A / I |
| Ability to co-ordinate, prioritise, and allocate a varied workload effectively under pressure. | Essential | I / R |
| An understanding of, and commitment to, school safeguarding policies and visitor safety procedures. | Essential | I |



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| Ability to maintain strict confidentiality and handle sensitive information with discretion. | Essential | I / R |
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4. Personal Attributes

| Criteria | Essential / Desirable | Assessment Method |
|---|------------------------------|--------------------------|
| A welcoming, professional, and calm demeanour when facing a busy school office environment. | Essential | I / R |
| Flexibility and a proactive readiness to undertake a wide range of tasks as operational needs change. | Essential | I / R |
| Strong team player who can work collaboratively as part of a wider school team. | Essential | I / R |
| Commitment to personal training and professional development. | Essential | A / I |