

# Administration Assistant

## Job Description & Person Specification



**Approved by:** Jayson Rawlings

**Last reviewed on:** September 2025

**Next review due by:** September 2026

**Title:** Admin Support Assistant

**Salary Scale:** £24,375 (Starting Salary)

**Hours/Basis:** Full-time – 37.5 hours per week/ 52 weeks  
08:00- 16:00

**Accountability:** Senior Leadership Team including Headteacher.  
School Business Manager (on appointment)

### **Purpose & Objective**

The successful candidate will be professional, able to work under pressure and to tight deadlines. They will be able to multitask and manage a varied workload prioritizing in a fast-paced environment. They will have strong ICT, literacy and communication skills.

Being part of our new school office team offers an exciting range of challenges, you are at the centre of the efficient working of our school working directly with our most important stakeholders – our children, their families and our staff. Under the direction of the Headteacher and Senior Leadership Team, but with personal responsibility and autonomy, you will have a direct impact on helping to ensure our school remains successful in the care and education of our children.

The main purpose of the role is:

- To provide an efficient and effective administrative service to the school ensuring that versatility and lines of communication are effectively maintained.
- To be responsible for the efficient and effective running of school administration duties including supporting the provision of a welcoming and effective reception
- To be a pivotal member of the administration team, ensuring daily tasks are completed in an efficient manner and in adherence to comprehensive guidelines
- To be flexible in facilitating the organisational and administrative priorities of the school by responding positively to change.

### **General Administration Duties:**

- To undertake administrative work for the Head Teacher and other school staff.
- To type letters, reports, emails, and other documents, using appropriate equipment. This will include documents of a confidential nature
- Assist with producing marketing and promotion material for the school and production of newsletters.
- Data entry on the school's various management information systems
- To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries.
- To liaise, as required, with the school community
- To ensure that visitors and callers to the school are correctly received and to deal sensitively with anxious, distressed, or impatient callers, whether by telephone or in person
- To provide cover for reception as required
- To organise postal arrangements as necessary

- To undertake filing including electronic filing, reprographic duties, and associated tasks
- To undertake general administrative duties as directed
- Overseeing the enquiry mailbox
- Attendance at parents' evenings and open evenings as required
- Manage school diary and Headteacher diary on SharePoint; ensure Headteacher diary is updated with all staff absence meetings
- Liaise with staff to organise educational visits and ensure EVC Risk Assessments are completed.
- Ensure purchase orders are recorded and collated, and orders are placed and received.

### **Personnel/Staffing Administration:**

- Ensure supply staff have a brief induction and organise full inductions for long-term supply.
- Maintaining confidential staff records supporting the Headteacher.
- Supporting with staff absence processes as directed
- Undertake Return to Work meetings with Line Managers where applicable
- Supporting with the recruitment process with administrative duties
- Ensure that the Single Central Record is accurate and updated daily with the Pastoral Manager
- To provide a minuting service for staff meetings, distributing minutes as appropriate
- To support with the administration of the school workforce census
- To undertake appropriate professional development and set an example of personal integrity and professionalism.

### **Undertake Pupil Administration which will include:**

- Maintain appropriate pupil records through efficient data input, filing and record keeping systems, ensuring the integrity and confidentiality of information
- Ensure pupil files are transferred to new school within the required mandatory timescales of pupils leaving school
- Ensuring pupil files of consent documentation are maintained and updated
- Supporting home school transport arrangements including liaison with relevant parties
- Responsibility for administering schools' admissions procedures and accurately maintaining the pupil related information system
- Ensure the upload and download of Common Transfer files (CTF) to ensure that MIS information is accurate supporting the Pastoral Manager
- Responsibility for the input and checking of pupil census data and seeking authorisation before submission to published deadlines
- Responsibility for uploading data returns as directed
- Support EHCP review administration
- Liaise with kitchen and agencies to ensure dinner numbers recorded on the MIS and for the catering company are accurate
- Liaise with Pupil Transport and parents to communicate changes and updates to routes where required.

### **Support Pupil Attendance Administration to ensure:**

- Pupil attendance is input using the pupil MIS accurately, daily AM and PM
- Pupil absences are investigated and recorded daily
- Evidence for pupil absence (appointment letters) are obtained and recorded
- Reports are produced as required by the Pastoral Manager and SLT

### **Financial Duties**

- In-putting of purchase orders into the financial management system ensuring accurate recording and collection of receipts and invoices.
- Ensuring goods received are correct and accounted for
- Supporting the school with internal and external audits and asset management registers
- Responsibility for managing cash in school

### **Other Duties**

- Contribute to the wider life of the company, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the School's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the company and establish constructive relationships with the other schools under Renaissance Education, Central team and other agencies as appropriate to this role.
- Participate in training, performance development and other learning activities as required to understand our students and families
- Always promote the School's ethical values
- To work collaboratively with colleagues as part of a professional team, in particular the class teachers and teaching assistants to prepare/manage resources
- To assist in the general efficient operation of the school, including providing support to the Head Teacher where applicable..
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- Liaise with parents and external agencies professionally and appropriately
- Review and develop own professional practice including online social media presence
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To maintain an up to date knowledge of school policies and working practices.
- Any other duties as commensurate with the post.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

## Admin Support Assistant Job Description

- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

Admin Support Assistants are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the ASA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

# Person specification

## Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificates

CRITERIA	QUALITIES	MOA
<b>Qualifications and training</b>	Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent)	A.F/I/C
<b>Experience, Skills and Knowledge</b>	<p>Experience working in a school environment or other educational setting - Essential</p> <p>Experience working with and supporting children / young people with Autism and/or SEMH needs</p> <p>Ability to relate to children and young people with learning and other disabilities</p> <p>Experience of using database systems</p> <p>Experience of Office 365</p> <p>Experience of Financial and HR Processes</p> <p>Good interpersonal and communication skills</p> <p>Understanding of confidentiality and safeguarding arrangements</p> <p>Ability to work collaboratively</p> <p>Ability to work efficiently and accurately under pressure</p>	AF/I/T
<b>Personal qualities</b>	<p>Enjoyment of working with children and commitment to the principle of inclusion</p> <p>Sensitivity and understanding, to help build good relationships with pupils, staff and parents</p> <p>A commitment to promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>A team player with a 'can do' approach</p>	AF/I

	<p>Acts with pace and urgency, enthusiastic and decisive An awareness , understanding and commitment to equal opportunities</p> <p>Capacity to inspire, motivate and challenge children and young people</p>	
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	AF/I

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This role is subject to references and an enhanced DBS check.**

**Declaration**

I \_\_\_\_\_ (Insert Full Name) have received, reviewed and fully understand the job description for the Administration Assistant position at Renaissance Education.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher/line manager \_\_\_\_\_ Dated \_\_\_\_\_