

Ormiston Maritime Academy

Post:	Administrative Assistant
Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 2 Spine Point 4-5 £25,185 - £25,583 FTE £9007.44-£9149.80 pro rata per annum
Status:	Fixed Term, Maternity Cover, TTO + 2 weeks
Hours:	15 Hours per week
Responsible to:	Principal's PA

Responsible for

To provide efficient, professional administrative support to ensure the smooth and effective operation of the school. The postholder will act as a key point of contact for students, staff, parents and visitors while maintaining high standards of organisation, communication and confidentiality. This role supports whole-school operations, including reception, attendance, communications, recordkeeping and event coordination.

Main duties and responsibilities

General Administration

- Maintain and update manual and computerized information systems, including student and staff records
- Organise, store and retrieve paperwork, documentation and electronic information.
- Prepare letters, reports, newsletters, memos and other documents using word processing and spreadsheet software.
- Manage incoming and outgoing posts and the school email inbox, distributing information to relevant staff.
- Provide administrative support such as photocopying, filing, printing and data entry
- Support team with administrative and confidential tasks

Reception/Front Office

- Act as the first point of contact for visitors, parents, carers, and students, ensuring a professional, welcoming environment.
- Answer telephone and in-person enquiries, directing callers to appropriate staff where necessary.

- Manage visitor sign-in procedures and ensure compliance with safeguarding policies.

Attendance Administration

- Maintain accurate pupil attendance records and produce attendance reports
- Monitor lateness and follow up absences with parents/carers, adhering to safeguarding protocols.

Communications & Stakeholder Support

- Draft and distribute internal and external communications, including parent letters, announcements and newsletters.
- Facilitate communication between staff, parents, students and external organisations
- Support admissions processes by managing documentation and enquiries.

Event & Meeting Coordination

- Assist in organizing school events such as parents' evenings, open evenings, school trips and staff meetings, including room bookings and refreshments.
- Provide logistical support for staff training and professional development sessions.

Resources & Office Management

- Monitor and order office supplies, ensuring stock levels meet school needs and best value is obtained.
- Operate and maintain office equipment such as printers, copiers, and IT systems, reporting faults as needed.

First Aid (When required)

- Provide first aid support to students, keeping accurate medical and incident records
- Maintain stock levels of first aid resources.

General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired while undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and

responsibilities, you are required to be promoted and actively support the Academy's responsibilities towards safeguarding.

- The Trust expects employees to deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

DBS

- An enhanced disclosure and barring check will be a requirement of the post.

Administrative Assistant - Person Specification

Qualifications	Essential E/ Desirable D
GCSE English (A-C) or equivalent	E
Willingness to undertake First Aid training	E
Qualification in Administration, IT or relevant area	D
Experience	Essential E/ Desirable D
Experience in general administrative environment	E
Experience using Microsoft 365	E
Experience working as part of a team	E
Experience providing reception support	D
Experience in a school office environment	D
Knowledge & Skills	Essential E/ Desirable D
Understanding of administrative procedures	
Awareness of safeguarding, confidentiality and GDPR	
Knowledge of school operations	
Knowledge of using office equipment	
Knowledge of first aid	
Strong written and verbal communication skills	
Ability to prioritise work	
Excellent interpersonal skills	
Competence in IT	
High attention to detail	
Customer Service focus	

Personal Attributes	Essential E/ Desirable D
Commitment to the values and ethos of Ormiston Maritime Academy	E
Positive mindset and passion for overcoming barriers to learning	E
Flexible, proactive and enthusiastic approach to work	E
Reliable, punctual and professional	E
Additional Requirements	Essential E/ Desirable D
Willingness to undertake relevant training (e.g. Safeguarding, First Aid, Trauma- Informed Practice)	E
Commitment to maintaining confidentiality and high standards of Health and Safety	E
Enhanced DBS clearance and satisfactory employment checks	E