

**JOB TITLE: Administrative Assistant**

**RESPONSIBLE TO: Office Manager / School Business Manager**

**GRADE: H2/H3**

### **JOB PURPOSE**

To provide general clerical and administrative support to the school, Headteacher and Senior Leadership Team.

### **CONTEXT**

The jobholder works as part of the school's administrative team, assisting with routine office tasks and providing a welcoming reception service. The work consists of daily and termly routines, carried out under regular supervision. The role involves contact with pupils, staff, parents and visitors.

### **MAIN AREAS OF RESPONSIBILITY**

- Carry out general reception duties, including answering the telephone, greeting visitors and dealing with straightforward enquiries.
- Provide routine clerical support such as photocopying, filing, scanning, emailing and handling standard correspondence.
- Maintain basic manual and computerised records in line with GDPR requirements.
- Input data into school systems as directed (e.g., Arbor, Invenry, CPOMS, Medical Tracker, Parent Communications), following training.
- Assist with keeping information up to date on digital platforms as directed (e.g., website updates, communication tools).
- Support pupil welfare needs, including administering basic first aid and contacting parents when required.
- Assist with monitoring daily pupil attendance and making standard follow-up calls under guidance.
- Support simple administrative tasks linked to school activities such as trips, workshops or events.
- Process routine purchase requests and maintain simple stock checks, escalating issues as needed.
- Provide general administrative support to staff and assist with the typing and updating of documents.
- Liaise politely and professionally with staff, pupils, parents/carers and external visitors.
- Maintain confidentiality at all times and ensure information is shared only with authorised staff.

### **EQUALITIES**

Be aware of and support differences, and ensure the school's equalities and diversity policies are followed.

### **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to health and safety and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

## **SAFEGUARDING**

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

## **KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of clerical or administrative work (desirable).
- Good literacy and numeracy skills.
- Basic first aid knowledge (training can be provided).
- Ability to use standard office software.
- Ability to work effectively as part of a team.
- Understanding of the needs of children.
- Awareness of safeguarding expectations.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information. The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.