

JOB DESCRIPTION

Job Title: Admin Assistant - General	Reporting to: Office Manager
Location: City Academy	Annual salary: Grade 3a, point 9 – 15
Contract type: Fixed Term until 31 st Aug 2026	Hours of work: Full-time

Job Purpose and Responsibilities

- The post holder will provide clerical/administrative support for the school as a whole Team and other members of the Senior Leadership Team (as required).
- Provide comprehensive administrative support, including word processing, filing, photocopying, collating documents, and managing correspondence.
- Maintain accurate records, databases, and school information systems (e.g., SIMS), ensuring data integrity and producing reports when required.
- Support reception cover as needed, including answering phones, welcoming visitors, and ensuring safeguarding protocols for signing in/out.
- Handle enquiries from parents, students, staff, and external agencies professionally and sensitively.
- Provide high-quality customer service to students and families, promoting the school's values, expectations, and ethos.
- Assist with communication between home and school, signposting queries to the correct staff where necessary.
- Maintain confidential and sensitive information in line with GDPR and safeguarding procedures.
- Support office logistics, resource ordering, and stock management.
- Contribute to organising and administering school events such as open days, induction activities, parent meetings, and student activities.
- Support staff with creation of reports, presentations, and documentation for internal and external use.
- Work collaboratively with colleagues to ensure efficient and compliant administrative processes.
- Respond effectively to changing priorities and demonstrate good time-management skills
- Deal calmly and professionally with sensitive or challenging situations.
- Ensuring all tasks are completed effectively and in a timely manner.
- Other administrative duties as reasonably directed.
- Any other duties as deemed necessary by the Operations Manager/Office Manager.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	