



**STOUR VALE  
ACADEMY  
TRUST**



# **SCHOOL ADMINISTRATIVE ASSISTANT**

**RECRUITMENT PACK**



# School Administrative Assistant

Permanent

Full-time (37 hours per week)

Term Time Plus One Week

**Grade 3 - SCP 5 (£25,583) Pro Rata**  
**Actual Salary: £22,083**

We are looking to recruit an ambitious, smart and motivated individual to provide efficient and effective clerical and administrative support to areas of the academy dealing with school administration and attendance. You must have a solid understanding of how to work effectively in a busy administrative based environment, enjoy working as part of a team but willingness to use own initiative, remain calm under pressure and have the ability to maintain confidentiality at all times.

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All necessary safeguarding checks will be undertaken and must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found in [Keeping Children Safe in Education 2022](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

As a Trust we are committed to ensuring that throughout our recruitment process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role, please contact:**

Mrs Alison Thompson  
PA to Headteacher/Office Manager  
Oldbury Academy  
Stour Vale Academy Trust  
0121 553 3750

**Closing Date: 9.00am on 27<sup>th</sup> April 2026**

**Interviews: 1<sup>st</sup> May 2026**

## ABOUT OLDBURY ACADEMY

Oldbury Academy is a large secondary school in Sandwell who provide excellent all round education for our pupils. Our success is built upon high quality teaching and learning and an excellent pastoral system to support students.



The comments in our recent OFSTED report in December 2021 highlight the commitment we have to our pupils and wider school community in providing an excellent educational experience.

Oldbury Academy was graded 'GOOD' in all areas.

### OFSTED 2021:

The school is well led. The headteacher is committed to making sure pupils receive the best education possible. Able senior and middle leaders support him with this aim

Pupils study an ambitious curriculum

Teachers carefully plan what pupils should learn in lessons

Teachers share high expectations of behaviour. They expect pupils to focus on their work understand the school's values and what is

expected of them. They respond positively to these expectations.

The school is an orderly environment. This helps pupils to concentrate on their work

Pupil's behaviour in lessons and around the school site creates a calm atmosphere

Bullying is not tolerated

Pupils' work is frequently checked and there are high expectations of written work. Pupils value this

Leaders and teachers understand how to safeguard pupils. There is a team of safeguarding leaders who work together well

Oldbury Academy offers a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Pastoral care for pupils is strong and relationships between staff and students reflect this. We have high expectations of ourselves and our students. Our vision 'CARE' underpins all that we do at Oldbury Academy.

- Celebrate together
- Achievement for all
- Respecting each other
- Expectations to succeed



# Job Description

## School Administrative Assistant

### Main Duties & Responsibilities

#### General Duties

To efficiently undertake basic administration and clerical duties which may include the following duties as directed:

- Maintenance of school systems - data input, data extraction, photocopying, filing and typing duties as directed.
- Providing general administrative support, including telephone, reception and post duties; duplication and distributing information and word processing school documents, as necessary.
- To support the team to maintain accurate, timely and legible records.
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner.
- To provide appropriate reception cover as and when required.
- To meet and greet visitors as required.
- To maintain systems in line with the Academy's policies and procedures.
- To assist with the ordering and maintenance of stock supplies, delivery and distribution.
- To be a flexible and supportive member of the team.
- To maintain strict confidentiality at all times.
- Attend and take part in team meetings and regular reviews with line manager etc.
- To participate in relevant training.
- Supporting all other administrative activities, ensuring the delivery of services, tasks and projects, as required, and performing such other duties as may be required from time to time.
- Carrying out the responsibilities of the post with due regard to the Academy's policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection, Health and Safety at Work, Data Security & Confidentiality and Equality.

#### Administrative/Attendance Duties

- Data entry and production of basic reports.
- Produce timetables.
- Monitor and evaluate attendance and punctuality on a daily basis.
- Chase up reasons for absence using agreed systems.
- Make contact with feeder primary schools and gain any relevant information about the attendance records of new students.
- Work alongside pastoral teams to implement and monitor Attendance Support Plans for identified students.
- Contribute to the development of the attendance strategy, its policies and operating procedures.
- Maintain and audit uniform stocks, sell items and account for cash.

- Produce class lists, usually in response to teacher enquiries, of i.e. medication information, contact numbers, addresses and ensure consent forms are returned.
- Telephone/reception acting as first point of contact for the school.
- Diary management for the head and/or leadership group as required.
- Checking availability of rooms for internal/external use as and when required.
- Required to prepare and follow up on referral forms to Education Support Services.
- Participate in the development and administration of the school reward systems in relation to attendance and punctuality.
- Liaise with school health service, external agencies and parents including Emergency Services, Education Social Work, Speech Therapy and other services coming into school.
- Oversee appointments – doctor, dentist, immunisations. Dispatch appointments and collate responses.
- Where the school has secure gates, monitor and control visitors.
- Be accountable for controlled stationery.
- Maintenance of reprographics equipment. Administer fund raising efforts.
- Report faults to office and contact contractors.
- Assisting with the production of school publications.
- Updating prospectus by obtaining information and co-ordinating the update.
- Collating, printing and copying school reports and record of achievement sheets.
- FSM maintain data base and dinner registers.
- Using appropriate IT software packages for the production of school publications and documentation.
- Ensure that an effective reprographics service is developed and maintained including supplies i.e. paper.
- Correspondence absences/telephone calls, informing EWS.
- Weekly Education Maintenance Allowance returns on attendance to appropriate Local Authority.

### **Support for the School**

- Be the first contact for attendance issues in school.
- Organise, attend and participate in Attendance Clinics as required.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

This job description is current at the date shown but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Oldbury Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.

## Person Specification School Administrative Assistant

No	Categories	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>			
1.	Minimum of 1 years office experience including the management and operation of administration systems.	◆	
2.	GCSE grade C or equivalent in English and Maths.	◆	
<b>PERSONAL QUALITIES AND KEY ATTRIBUTES</b>			
3.	Ability to relate well with children and adults.	◆	
4.	Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these.	◆	
5.	Good organisational and communication skills.	◆	
6.	Ability to identify own training needs and willingness to participate in training and development opportunities.	◆	
7.	Effective use of ICT packages.	◆	
8.	Good keyboard skills.	◆	
9.	Ability to maintain high standards of accuracy and have a calm methodical approach to work.	◆	
10.	Ability to prioritise and meet deadlines.	◆	



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# CONTACT US

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PA to Headteacher/Office Manager  
Telephone: 0121 533 3750

Please visit our website: <http://www.oldburyacademy.org.uk>