



Astrea Academy Trust

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Role Profile

Administration
Assistant

Hartley Brook Primary
Academy

ROLE SPECIFICATION

Academy / Department	Hartley Brook Primary Academy
Post title	Administration Assistant
Responsible to	Principal
Full time Salary	£25,185 - £25,989 FTE
Pro-Rata Actual Salary	Pro Rata Salary £14,684 - £15,152
Working Pattern	Part Time, Term Time Only, Permanent
Pension	Local Government Pension Scheme
Working Hours	25hrs per week
Line Management Responsibility	No

ROLE SUMMARY

The Admin Assistant plays a vital role in supporting the smooth and efficient operation of the school by providing high-quality administrative and clerical support to staff, students, and parents. This position ensures accurate record-keeping, effective communication, and timely coordination of daily activities, contributing to a well-organised and welcoming environment that enables teaching and learning to thrive.

MAIN DUTIES & RESPONSIBILITIES

- ★ ★ Be a key part of the school operations team providing a range of administration services to support the school, the students and the staff within the school
- ★ ★ Prioritise conflicting demands effectively to maintain high levels of support within the school
- ★ ★ Support with reception duties and undertake reprographic tasks as required
- ★ ★ Input purchase orders in line with Astrea Academy Trust financial systems
- ★ ★ Be proactive and flexible, supporting the smooth running of the school
- ★ ★ Support with bookings of school trips / residentials
- ★ ★ Communications to all areas of the school as required
- ★ ★ Submit recruitment / mid employment change requests on behalf of the school
- ★ ★ Support with all fire drills and fire evacuations (as appropriate)
- ★ ★ Administrative support to the Senior Leadership Team as required
- ★ ★ Support the promotion of positive relationships with parents and carers
- ★ ★ Lead on communications through various apps with parents and carers
- ★ ★ Update school social media as appropriate
- ★ ★ Support the Operations Manager with the MIS system
- ★ ★ Work with new starters to the school to ensure their onboarding is carried out to a high standard
- ★ ★ Ensure cash and cheques are banked in line with Astrea Academy Trust financial policies
- ★ ★ Help coordinate after school activities such as clubs and parents evenings
- ★ ★ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values

- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★* All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

This list is not exhaustive.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE qualifications, or equivalent at a grade C/4 or above a good standard of literacy and numeracy	•	
Evidence of ongoing professional development	•	
Willingness to undertake First Aid training		•
Experience		
Experience in a busy administrative role	•	
Worked with a variety of IT systems including word processing, spreadsheet and database operation	•	
Knowledge of school systems would be an advantage		•
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.	•	
Knowledge		
An understanding and commitment to the protection and safeguarding of children and young people	•	
Strong understanding of educational challenges and a passion for contributing to a team that makes a meaningful impact every day	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Ability to process and manage confidential and sensitive student / employee data	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for Administration	•	
Commitment to self-development and continual	•	

improvement		
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org