



## Administrative Assistant

<b>Job Title:</b>	Administrative Assistant (with Responsibility for Cover Management)
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Band 5 S13 to S16 for 42.9 weeks (£25,492 - £ 27,400)
<b>School:</b>	Haberdashers' Borough Academy
<b>Location:</b>	94B Southwark Bridge Road, SE1 0EX
<b>Hours Per Week:</b>	35
<b>Accountable To:</b>	Administrative Lead

### Job Purpose

We are looking for an **Administrative Assistant**. This is a key operational role at the heart of school life, playing a vital part in supporting teaching and learning daily. Working closely with teaching staff, senior leadership, parents and students, the **Administrative Assistant** helps ensure that lessons, interventions, and activities run smoothly by providing efficient, reliable, and responsive administrative support.

You will perform front-of-house duties and be the first point of contact for visitors to the school. You will be responsible for ensuring the visitor processes are maintained and for the security of the reception area.

As a member of the school's flexible administrative support team, you'll be expected to work collaboratively across a broad range of administrative duties, responding to the needs of a busy and diverse school office environment and contributing to the effective day-to-day operation of the site.

### Key Responsibilities of Role

#### Reception

- To assist with the efficient running of the office, reception and undertake general office duties/assisting as required
- To assist the Admin Lead with procedures and the efficient flow of communications for recording and reporting fixed term suspensions, including letters to parents or responding to telephone/email enquiries from parents and public.
- Adhere to secure working practices when managing visitors to the school. Issue lanyards, screen for DBS, escort throughout the site
- Manage distribution and collation of emails received through reception mailbox to relevant staff
- To provide refreshments and set-up for meetings when required
- Attend and support out of hours' academy events e.g. school production, parents' and information evenings



- Assist with the system for lost property, dealing with the safe storage and/or return of lost, found or confiscated student property.
- Record Parent/Guardian Absence calls on the attendance communication channel and ensure that reason for absence and any other additional information is fully documented and communicated to the Attendance Officer
- Distribute post to staff and assist with postal requirements
- Assist with photocopying and printing needs of teaching staff
- Maintain orders and invoice logs as required

#### Area of Responsibility: Cover Management

- To assist daily cover assignment using the school's management information systems
- To work alongside agency partners to book cover supervisors; under the direction of the Senior Leadership team.
- Communicate cover arrangements and room changes to staff at the start of each school day, including ad-hoc updates
- Resolve scheduling conflicts, last-minute changes, and special requests in a timely and effective manner
- Work with HR lead to ensure vetting checks are shared and logged on the SCR
- Ensure Timesheets and trackers are up to date by working with Finance.
- Ensure that cover setting processes adhere to the Trust policies and procedures.

#### Wider Administrative Duties

There will be times in the week where the wider administrative team will need to support the broader aspects of the administrative functions. This could include, but is not limited to:

- Producing letter, emails, photocopying, filing, etc.
- Working with Arbor on a daily basis for school administration
- Making phone calls or liaising with families
- Administering first aid
- Covering the Reception duties
- Logging orders and invoices on the finance system
- Any other duties as specified by the line manager or Principal



## Other responsibilities

- Support reception duties when required, contributing to a calm and well-organised front office.
- Participate in meetings during and outside school hours as required.
- Contribute to administrative projects, supporting continuous improvement across school operations.
- Carry out additional duties as required, demonstrating flexibility and teamwork in a fast-paced environment.

## General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team



## Person Specification

	Essential	Desirable	Method of Assessment AP - Application AS - Assessment I - Interview P- Presentation R- References
<b>Education</b>			
	English/Maths qualifications at Grade C or equivalent	-	AP
<b>Knowledge, Skills &amp; Experience</b>			
	<ul style="list-style-type: none"> <li>• Have experience of running effective administrative systems</li> <li>• Experience maintaining records, databases, and filing systems</li> <li>• Knowledge of confidentiality, GDPR, and data protection, particularly relating to student records</li> <li>• Clear and professional written and verbal communication skills</li> <li>• Confident use of Microsoft Office (Word, Excel, Outlook) and ability to learn school systems</li> <li>• Accurate data entry and record-keeping skills</li> <li>• Basic knowledge of finance processes such as purchase orders, stock control, and subscriptions</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of administrative procedures and office systems in a school setting</li> <li>• Experience dealing with enquiries from parents, staff, and external agencies</li> <li>• Experience supporting senior staff or teams in a busy environment</li> <li>•</li> </ul>	AP - AS - I - R
<b>Personal Qualities</b>			
	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks, work under pressure, and adapt to changing demands</li> <li>• Discretion, professionalism, and a team-focused approach</li> <li>• Strong organisational and time-management skills with excellent attention to detail</li> </ul>		AP - AS - I - R



	<ul style="list-style-type: none"><li>• Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them</li><li>• Belief in equality and opportunity for all, ensuring that all staff feel included and listened to</li><li>• Ability to establish and articulate a clear vision in an engaging way</li><li>• Determination and resilience</li><li>• High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully</li><li>• Commitment to collaborative working</li><li>• High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>		
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## Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.