

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

Job title	Administrative Assistant
Grade	Support Staff Band B (Pt 3-5)
Responsible to	Office Manager
Effective from	February 2026

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through challenge
Strength through diversity

Role Purpose:

- Provision of effective administrative and clerical support to the academy.
- Undertake the administrative duties associated with all aspects of supporting pupil's needs as required.

Key Function

- Efficient and effective delivery of school administrative tasks, primarily associated with the reception area.

Main Duties and Responsibilities

- Provide word-processing and other clerical services to the academy.
- Receive and deal with enquiries from parents, staff, pupils and visitors over the telephone, email, including the enquiry inbox, facsimile and in person – taking and distributing messages and post as appropriate, in a timely manner.
- Receive post and sign for deliveries to the school and arrange timely distribution to the appropriate member of staff.
- Provide an excellent front of house service to parents, pupils and visitors evidencing a welcome, friendly, professional and helpful manner, sign in visitors and check ID etc.
- Assist the Office Manager in ensuring the reception area tasks are prioritised and efficiently carried out.
- Assist the Office Manager and/or Trust Finance Team in receiving money for school meals, educational visits etc.
- Assist with the administration of the school dinner monies.

- Assist the Office Manager with keeping pupil and staff records up to date entering new starters and leavers on to the school system and parent pay.
- Manage the ParentPay system, input dinner numbers and staff, create payment items and manage them, manage dinner money owing, make and print trip and dinner money letters.
- Use the appropriate school systems (e.g. Arbor, Cloud for Edu, CPoms) to update / input data.
- Manage the Inventory system and keep up to date.
- Use the school's free school meals system including the tracking system for eligibility.
- Manage the admissions and the leavers to ensure the school has up to date records.
- Support the attendance lead to ensure that administrative tasks are completed.
- Support the SENCO to ensure that administrative tasks are completed.
- Support the school in the updating of the school's safeguarding systems.
- Maintain the Teachers to Parents system.
- Maintain registers and other roles such as club attendance and parent evenings.
- Be responsible for a range of administrative and reprographic duties (e.g. photocopying, scanning, typing letters, inputting data).
- Manage the school's Twitter accounts and ensure these are updated and used effectively.
- Administer the school's website under the direction of the Office Manager and SLT.
- Adhere to safeguarding and child protection legislation at all times.
- Support the Principal and the site team with implementing plans for emergency closures where necessary.

Accountabilities

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Have an awareness of whole school issues that affect the well-being and education of the child.

Notes

- This job description is not necessarily a comprehensive definition of the post and may include any other duties commensurate with the grading of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job Description issued by the Principal:	
Copy received by:	
Date:	

