



Job Profile

Title: **Administrative Assistant**

Salary: **Grade 5, SCP 7**

Working Hours: **37 Hours, Term Time Only**

Responsible To: **Headteacher**

Job Purpose

To provide administrative and financial support to the school under the guidance of senior staff, including the Administrator and/or Office Manager

Safeguarding Children and Safer Recruitment

The Trust and our schools are committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

It is essential to have all due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust to ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands, and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.



Key Duties and Responsibilities

Administrative

- Greet and assist all visitors, callers, and enquiries in a professional, courteous, and efficient manner.
- Handle telephone calls effectively by directing callers to the appropriate staff members, taking accurate messages, and ensuring timely communication.
- Manage incoming calls and emails to the school, responding appropriately, forward enquires, and recording messages when necessary.
- Monitor and operate entry systems for the main gate and reception area to maintain security and safeguarding procedures.
- Communicate with parents and guardians via telephone and email in a clear and professional manner.
- Work independently and collaboratively within a team environment, effectively prioritising workloads and meeting deadlines.
- Prepare correspondence and coordinate the distribution and mailing of information.
- Produce, proofread, and format letters, reports, and other documents for internal external use.
- Oversee office provisions and provide refreshments for visitors when required.
- Maintain a tidy, organised, and welcoming school office and meeting rooms, ensuring the school's ethos is reflected through the working environment.
- Provide comprehensive clerical and administrative support including photocopying, filing, document preparation, and responding to routine correspondence.
- Undertake financial administrative tasks including processing orders and invoices.
- Maintain and update computerised records, databases, spreadsheets, and pupil information systems with accuracy and confidentiality.

Resources

- Monitor and manage stock levels within an agreed budget.
- Support the marketing and promotion of the school.
- Oversee the administration and use of school facilities and premises.



Pupil Welfare

- Maintain accurate computerised databases by creating, updating, and managing records efficiently.
- Access and manage databases to input, retrieve, and interpret information relating to pupils and staff including the production of reports and statistical data.
- Handle all data and confidential information with professionalism, discretion, and strict confidentiality.
- Support pupil welfare and first aid requirements, caring for sick pupils and liaising effectively with parents/carers and staff.
- Provide information, guidance, and administrative support on a wide range of school matters to parents/carers, pupils, staff, the Trust, Local Authorities, and partner schools.
- Maintain positive relationships with pupils, parents/carers, and colleagues to ensure effective communication and support.

Professional Development

- Maintain relevant and current knowledge by regularly reflecting on personal practice, collaborating with school leaders and identifying suitable professional development opportunities to enhance effectiveness.
- Actively pursue opportunities to develop the skills, qualifications, and experience required for the role, with support from the school and Trust.
- Engage in training, learning activities, and performance development processes as required.

Additional Responsibilities

- Adhere to all school and Trust policies and procedures at all times.
- Understand and fulfil data protection responsibilities in line with the Trust's Staff Code of Conduct and related policies and procedures.
- Understand and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.
- Promote inclusion and diversity and ensure equal opportunities for all.
- Contribute positively to the school and Trust's ethos, objectives, and overall work.
- Value and support the contributions of other professionals.
- Attend and actively participate in relevant meetings as required.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The role holder may be required to carry out other duties appropriate to the level of the role.



Person Specification

	Essential	Desirable
Qualifications and Experience		
Level 2 Administration qualification or equivalent.		✓
GCSE or equivalent, including at least a Grade C/4 in English and Maths.	✓	
Experience in general clerical and administrative duties.	✓	
Experience working within a school or educational setting or similar environment.		✓
First Aid Qualification.		✓
Skills and Knowledge		
Good numeracy and literacy skills.	✓	
Good ICT skills.	✓	
Good communication and interpersonal skills.	✓	
Ability to take accurate notes.	✓	
Ability to work independently and as part of a team.	✓	
Ability to always maintain confidentiality.	✓	
Safeguarding and Promoting the Welfare of Students		
Ability to maintain positive relationships with children, parents/carers, and other staff.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Personal Qualities and Attributes		
Enthusiastic and motivated.	✓	
Reliable, organised, and punctual.	✓	
Caring and approachable nature.	✓	
Flexible and willing to learn.	✓	
Professional attitude and appearance.	✓	
Be committed to your own professional development and keen to make a significant contribution to the life of our school.	✓	
Demonstrate an interest in the ethos, mission, and values of the Trust and school.	✓	