



Administration Assistant

Job Description & Person Specification



Approved by: Jayson Rawlings

Last reviewed on: September 2026

Next review due by: September 2027



Title: Administration Assistant

Salary Scale: up to £25,350

Hours/Basis: Full-time – 37.5 hours per week/52 weeks. 08:00- 16:00

Accountability: Senior Leadership Team including Headteacher.

School Business Manager

Purpose & Objective

The Administration Assistant will provide an efficient, accurate and professional administration and financial administration service to the school, supporting the Headteacher, School Business Manager and Senior Leadership Team with the effective management and monitoring of school finances.

The postholder will be responsible for the day-to-day administration of financial processes, ensuring that transactions are accurately recorded, appropriate financial procedures are followed, and financial information is maintained in a timely and confidential manner. The role requires a high level of accuracy, organisation and attention to detail. The successful candidate will be able to manage competing priorities, meet deadlines and work confidently with financial information while maintaining strict confidentiality.

The Finance Administrator will contribute to the effective financial management of the school by ensuring that purchasing, invoicing, income, expenditure, cash handling, financial records and reporting processes are completed accurately and in accordance with the school's financial procedures.

The postholder will work collaboratively with colleagues across the school, central team and auditors to provide a professional, responsive and service-focused approach to financial administration.

General Administration Duties:

To undertake administrative work for the Head Teacher and other school staff.

- To type letters, reports, emails, and other documents, using appropriate equipment. This will include documents of a confidential nature
- Data entry on the school's various management information systems in relation to safeguarding, finance and HR.
- To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries.
- To liaise, as required, with the school community and external stakeholders where necessary
- To ensure that visitors and callers to the school are correctly received and to deal sensitively with anxious, distressed, or impatient callers, whether by telephone or in person
- To provide cover for reception and their duties as required
- To undertake filing including electronic filing, reprographic duties, and associated tasks
- To undertake general administrative duties as directed
- Overseeing the school finance mailbox
- Attendance at parents' evenings and open evenings as required



- Liaise with staff to organise the booking and invoicing in relation to educational visits and ensure purchase orders are completed.
- Ensure purchase orders are recorded and collated, and orders are placed and received with management of invoices and payments.

Personnel/Staffing Administration:

Ensure supply staff have a brief induction and onboarding information is completed.

- Maintaining confidential staff records supporting the Headteacher.
- Supporting with staff absence processes as directed
- Supporting with the recruitment process with administrative duties
- To provide a minuting service for staff meetings, distributing minutes as appropriate
- To support with the administration of the school workforce census
- To undertake appropriate professional development and set an example of personal integrity and professionalism.

Financial Duties

- Process purchase orders in accordance with the school's financial procedures and delegated authority arrangements.
- Liaise with staff and suppliers regarding orders, deliveries, invoices and payment queries.
- Raising orders and invoices with responsibility for the ordering of purchase orders.
- Monitor outstanding purchase orders and follow up where necessary.
- Check that goods and services received correspond with orders placed.
- Assist with obtaining quotations and maintaining appropriate procurement records.
- Ensure purchasing decisions are supported by the required approvals and documentation.
- Maintain accurate records of suppliers and purchasing activity.
- Ensure that all invoicing, receipts, purchase orders are reported and recorded accurately for auditing purposes
- Identify and report any purchasing discrepancies or concerns to the appropriate manager.
- Assist the SBM with monitoring school budgets and expenditure.
- Maintain accurate records of expenditure against individual budget headings.
- Produce regular budget monitoring information and reports as required.
- Highlight potential overspends, unusual expenditure or discrepancies to the appropriate manager.
- Assist budget holders with financial queries and provide accurate information regarding available budgets and expenditure.
- Support the Headteacher and School Business Manager with financial planning and monitoring activities.
- Assist with reviewing expenditure and identifying areas requiring further investigation.
- Ensure budget information is recorded accurately and updated in a timely manner.
- Ensure that financial policies are followed, advising staff and ensuring compliance

Other Duties



Contribute to the wider life of the company, its school, and its community through out of hours and partnership work when required.

- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the school's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the company and establish constructive relationships with the other schools under Renaissance Education, Central team and other agencies as appropriate to this role.
- Participate in training, performance development and other learning activities as required to understand our students and families
- Always promote the School's ethical values
- To work collaboratively with colleagues as part of a professional team, in particular the class teachers and teaching assistants to prepare/manage resources
- To assist in the general efficient operation of the school, including providing support to the Head Teacher where applicable.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- Liaise with parents and external agencies professionally and appropriately
- Review and develop own professional practice including online social media presence
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To maintain an up-to-date knowledge of school policies and working practices.
- Any other duties as commensurate with the post.

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

Admin Support Assistants are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the ASA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

Method of Assessment (M.O.A.)



Administration Assistant Job Description

A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificates

CRITERIA	QUALITIES	MOA
Qualifications and training	Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent) NVQ Level 3 in business administration or financial administration is desirable. AAT or equivalent financial qualification - desirable	A.F/I/C
Experience, Skills and Knowledge	Experience working in a school environment or other educational setting - Essential Experience working with and supporting children / young people with Autism and/or SEMH needs - desirable Experience of using database systems Experience of Office 365 Experience of Financial and HR Processes Good interpersonal and communication skills Understanding of confidentiality and safeguarding arrangements Ability to work collaboratively Ability to work efficiently and accurately under pressure Good standard of numeracy and literacy. Relevant finance, accounting, business administration or equivalent qualification, or demonstrable relevant experience. Training or experience in school finance systems. Training or experience in procurement or financial administration.	AF/I/T



Personal qualities	Enjoyment of working with children and commitment to the principle of inclusion Sensitivity and understanding, to help build good relationships with pupils, staff and parents A commitment to promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality Resilient, positive, forward looking and enthusiastic about making a difference A team player with a 'can do' approach	AF/I
	Acts with pace and urgency, enthusiastic and decisive An awareness , understanding and commitment to equal opportunities Capacity to inspire, motivate and challenge children and young people	
Training	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	AF/I

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This role is subject to references and an enhanced DBS check.

Declaration

I _____ (Insert Full Name) have received, reviewed and fully understand the job description for the Administration Assistant position at Renaissance Education.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) _____

Employee Signature _____ Dated _____

Headteacher/line manager _____ Dated _____