

Job Description: Administration Assistant Intern

Job Title: Administration Assistant Intern

Reporting to: Business Support Coordinator

Pay Scale: £10.85 - £12.71 per hour, dependent on age

Hours: 22-35 hours per week

Role Summary

We are looking for an enthusiastic Administration Assistant Intern, who will support the smooth and efficient running of Cambridge Academy for Science and Technology by providing high-quality administrative assistance across a range of school functions. This 6-week internship offers hands-on experience in a busy school environment, developing practical skills in communication, organisation and customer service.

Responsibilities

- Support the administration team with day-to-day tasks, including filing, data entry and preparing documents.
- Assist with managing incoming enquiries by phone, email and in person, ensuring a friendly and professional response.
- Help maintain accurate school records and digital systems.
- Assist with distributing information to staff, students and parents.
- Provide a welcoming front-of-house service for visitors, students and staff.
- Support visitor sign-in procedures and ensure safeguarding protocols are followed.
- Help maintain a tidy, organised and professional reception area.
- Assist with the organisation of school events, including open evenings, parent meetings and celebrations
- Support the administration team with maintaining accurate records in line with school and United Learning policies.
- Assist with administrative tasks linked to safeguarding, compliance and health and safety documentation.

General

- To have due regard for Safeguarding, Data Protection and Health and Safety policies
- To undertake appropriate training as required
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal and Business Support Coordinator

To be eligible for an internship, you must:

- Live in Cambridgeshire and Peterborough,
- Not be in education, employment, or training,
- Have the right to work in the UK,
- Be aged 18+ (with no upper age limit)

If you do not meet all of these requirements, you are not eligible for an internship at this time.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.