



Astrea Academy Trust

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# Role Profile

Administration  
Assistant -  
Attendance

Hatfield Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Hatfield Primary Academy
<b>Post title</b>	Administration Assistant - Attendance
<b>Responsible to</b>	Principal
<b>Full time Salary</b>	£25,185 - £25,989 FTE
<b>Pro-Rata Actual Salary</b>	Pro rata salary £8,810 - £9,091
<b>Working Pattern</b>	Part time, permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	15hrs per week
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

The Admin Assistant plays a vital role in supporting the smooth and efficient operation of the school by providing high-quality administrative and clerical support to staff, students, and parents. This position ensures accurate record-keeping, effective communication, and timely coordination of daily activities, contributing to a well-organised and welcoming environment that enables teaching and learning to thrive.

## **MAIN DUTIES & RESPONSIBILITIES**

- ★ ★ Be a key part of the school operations team providing a range of administration services to support the school, the students and the staff within the school
- ★ ★ Prioritise conflicting demands effectively to maintain high levels of support within the school
- ★ ★ Support with reception duties and undertake reprographic tasks as required
- ★ ★ Input purchase orders in line with Astrea Academy Trust financial systems
- ★ ★ Be proactive and flexible, supporting the smooth running of the school
- ★ ★ Support with bookings of school trips / residentials
- ★ ★ Communications to all areas of the school as required
- ★ ★ Submit recruitment / mid employment change requests on behalf of the school
- ★ ★ Support with all fire drills and fire evacuations (as appropriate)
- ★ ★ Administrative support to the Senior Leadership Team as required
- ★ ★ Support the promotion of positive relationships with parents and carers
- ★ ★ Lead on communications through various apps with parents and carers
- ★ ★ Update school social media as appropriate
- ★ ★ Support the Operations Manager with the MIS system
- ★ ★ Work with new starters to the school to ensure their onboarding is carried out to a high standard
- ★ ★ Ensure cash and cheques are banked in line with Astrea Academy Trust financial policies
- ★ ★ Help coordinate after school activities such as clubs and parents evenings
- ★ ★ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values

- ★ ★ Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★ ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★ ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

*This list is not exhaustive.*

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
GCSE qualifications, or equivalent at a grade C/4 or above a good standard of literacy and numeracy	•	
Evidence of ongoing professional development	•	
Willingness to undertake First Aid training		•
<b>Experience</b>		
Experience in a busy administrative role	•	
Worked with a variety of IT systems including word processing, spreadsheet and database operation	•	
Knowledge of school systems would be an advantage		•
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.	•	
<b>Knowledge</b>		
An understanding and commitment to the protection and safeguarding of children and young people	•	
Strong understanding of educational challenges and a passion for contributing to a team that makes a meaningful impact every day	•	
<b>Professional Skills</b>		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Ability to process and manage confidential and sensitive student / employee data	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for Administration	•	
Commitment to self-development and continual	•	

improvement		
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

### **GENERAL RESPONSIBILITIES**

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)