

The Alderton Infant School
 Alderton Hall Lane
 Loughton IG10 3HE
www.efspt.org

EPPING FOREST SCHOOLS PARTNERSHIP TRUST



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Job Description

Job Title	Admin Assistant EFSPT - Centralised Schools
Salary Grade	Scale 3
Reports to	Headteacher, Office Manager
Permanent	Full Time/Part-time
Liaison with	Headteacher, Our Trust Central Services teams, HR, Finance, Operations. Office staff, Visitors, External Agencies, Parents, Pupils, ECC, Staff, Governors
Purpose of Job	<ul style="list-style-type: none"> To provide effective and efficient clerical and welfare support to the school
Reception	<ul style="list-style-type: none"> Cover front-of-house operations, ensuring a welcoming and secure environment for all visitors and effective communication. To assist with enquiries or visitors/callers to the school. To ensure school security arrangements are always complied with, including the issue of visitors' badges and signing of the visitor's entry system To accept and sign for deliveries as appropriate
Welfare	Duties <ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the school's policy. To order first aid supplies as necessary To liaise with parents regarding pupils' sickness/injury To assist with visits of nurse, dentist etc To assist with the general welfare of pupils To be responsible for the care of children who are hurt or unwell, and administer medication
Administration	Duties <ul style="list-style-type: none"> To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier

	<ul style="list-style-type: none"> ● Sending outgoing post and sorting incoming post, including the purchase of stamps ● To provide general clerical support as required ● To assist with the monitoring and maintenance of stock ● To assist with the administration of school visits in liaison with the teaching staff ● To undertake routine data input and typing ● To assist with lost property ● To assist with the pupil's daily registration process. Check online registers and follow up on absences. ● To assist the attendance officer in following up on children's late arrivals and absences, and send out letters to parents. ● To assist with the office email account
<p>HR</p>	<ul style="list-style-type: none"> ● To check the single central record to ensure all regular visitors are registered, and advise the central HR team of any updates. ● To collate relevant information for volunteers / third parties to assist the Central HR team in completing essential DBS checks. ● To collate relevant information for the head of governance for the Governor onboarding process ● To collate the Central HR team for the uploading of onboarding paperwork
<p>Financial Administration</p>	<p>Duties</p> <ul style="list-style-type: none"> ● Organise the bookings and administer payments for wrap-around care, ensuring the payments are received where the school provides this service. ● Support the management MIS system, update it with relevant clubs and attendees to enable donation payments. ● Support the central service finance team with the completion of hire agreements for external clubs/lettings, ensure they are compliant with safeguarding requirements, and ensure all information is received and documented. ● Support the processing of Purchase Requisitions and Purchase Orders, adhering to the limits in the Finance Regulations. ● Ensure purchased Goods and Services are received, and Goods Received is updated in the finance system.
<p>General</p>	<ul style="list-style-type: none"> ● To attend relevant training and meetings as required. ● To respect confidentiality at all times. ● To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager. ● To understand and apply Trust/school policies in relation to the health, safety, welfare and behaviour of pupils. ● To 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 Trust/School's Equal Opportunities Policy ● Adhere to GDPR requirements to safeguard data held across the Trust.

	<ul style="list-style-type: none">● The Trust & School Governing Committees are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share in this commitment● EFSPT is committed to Trauma Perceptive Practice; the Essex approach to understanding behaviour and supporting emotional well-being.● Being trauma-perceptive means that through our values, policies, and practice, we can effectively support the children, families, and communities in our Trust, creating spaces of belonging and safety that enable everyone to flourish, become resilient, and learn.● The duties above are neither exclusive nor exhaustive, and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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PERSON SPECIFICATION - OFFICE SPECIFIC				
General Heading	Detail	Examples	Essential	Desirable
Qualifications & Experience	Specific qualifications & Experience	<ul style="list-style-type: none"> • Relevant professional, technical, or academic qualifications in administration or ICT. e.g. Certificate in Business Administration <ul style="list-style-type: none"> • Relevant experience in office administration 		D D

	Experience & Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Specific training in Customer Service • Valid First Aid qualification, or a willingness to undergo training to provide medical assistance to pupils • Previous experience providing high-level administrative support within a busy office environment. • Proven experience in customer service, including handling face-to-face, telephone, and email enquiries. • Experience working specifically within a school or nursery setting. • Familiarity with School Management Information Systems (MIS), such as Arbor or Childcare Connect. • Experience managing admissions, transitions, or enrolment processes • Experience with financial administration, such as processing invoices, managing cashless payments (e.g., ParentPay), or coordinating early years funding. 	E E	D D D D D D
	Literacy	<ul style="list-style-type: none"> • Meticulous attention to detail in record-keeping and filing, as well as the ability to operate office equipment like photocopiers. • A minimum of GCSE English 	E	
	Numeracy	<ul style="list-style-type: none"> • Mathematics at Grade C (or equivalent) is required. 	E	

	Technology	<ul style="list-style-type: none"> Proficiency in keyboard skills and standard IT packages such as Google Doc Google sheets Microsoft Office, or Office 365. A flexible approach with a willingness to embrace change and learn new systems quickly. 	E	
Communication	Written & Verbal	<ul style="list-style-type: none"> Exceptional verbal and written communication skills, with the ability to negotiate with tact and promote strong relationships with parents, staff, and external agencies. 	E	
	Languages	<ul style="list-style-type: none"> Any specific requirement to have a second language, signing etc. 		D
	Negotiating	<ul style="list-style-type: none"> Requirement for consultation and negotiation 		D
Working with children	Behaviour Management	<ul style="list-style-type: none"> Knowledge level of behaviour management policy, plus any specialist skills 		D
	SEN	<ul style="list-style-type: none"> General - understand and support the differences in people Any specific skills, knowledge or qualifications 		D
	Curriculum	<ul style="list-style-type: none"> Knowledge level of the school curriculum Any specific skills, knowledge or qualifications For those not directly supporting children, this may include areas such as exam procedures, timetabling, etc. 		D
	Child Development	<ul style="list-style-type: none"> The level of understanding required of the way in which children develop 		D
	Health & Well-being	<ul style="list-style-type: none"> General and any specific requirements to promote and support physical and emotional well-being 		D

Working with others	Working with partners	<ul style="list-style-type: none"> Ability to forge networks/links, internal and external partners 	E	
	Relationships	<ul style="list-style-type: none"> Abilities to form appropriate and productive relationships with relevant groups – children, colleagues, governors, parents, etc. 		D
	Team work	<ul style="list-style-type: none"> The ability to work independently with initiative while contributing effectively to a broader team. 	E	
	Information	<ul style="list-style-type: none"> Following/giving instructions, requirements to provide information 	E	
Responsibilities	Line Management	<ul style="list-style-type: none"> Experience in line management, supervisory requirements 		D
	Organisational skills / Time Management	<ul style="list-style-type: none"> Excellent organisational and time-management skills, including the ability to prioritise a heavy workload and work effectively under pressure The ability to remain focused, tenacious, and calm in a fast-paced environment. 	E E	
	Creativity	<ul style="list-style-type: none"> Requirements for initiative, original thinking, creativity, innovation, etc. 		D
General	Equalities	<ul style="list-style-type: none"> A demonstrable commitment to treating all people fairly and adhering to Equality and Diversity policies. 	E	
	Health & Safety	<ul style="list-style-type: none"> Understanding individual responsibilities for health and safety in the workplace 	E	
	Child Protection	<ul style="list-style-type: none"> A strong understanding of safeguarding procedures and a commitment to promoting the welfare of children and young people. 	E	

	Confidentiality /Data Protection	<ul style="list-style-type: none"> Knowledge of GDPR and data protection legislation, including the ability to manage highly sensitive and confidential information with discretion. 	E	
	Reliability	<ul style="list-style-type: none"> Must be punctual, dependable, and trustworthy. 	E	
	Professionalism	<ul style="list-style-type: none"> Maintains high professional standards in appearance, behaviour, and punctuality. A welcoming, cheerful, and patient demeanour, acting as the 'face' of the school for all visitors. 	E	
	CPD	<ul style="list-style-type: none"> A willingness to participate in performance reviews and identify personal learning and training opportunities. 		D