

Education Support Assistant Job Description

Contract	Term time + 2 weeks – these 2 weeks are to be worked over the 2 weeks in the summer holidays when A Level and GCSE Results come out. PA to Principal, Admissions & Parental communication (32 hrs per week) to be worked in equal daily hours over 5 days a week.
Core Purpose	- To provide administrative support to the Secondary Head and other members of the senior leadership team as required. And To Lead, with support and direction from Educational Support Officer on - PA to Principal - Admissions & - Parental and staff communication Alongside supporting the Exams, Data and Marketing Education Support assistants.
Reporting to:	Educational Support Manager & relevant SLT member(s)
SLT Admin	- Confidential secretary and Personal Assistant to the Secondary Head Teacher - Undertake confidential and non-confidential administration for the Senior Leadership Team. - Effectively manage internal projects on behalf of the senior leadership team. - Develop and maintain effective working relationships with all stakeholders
PA to Principal/Admissions and Parental Communication	PA to Pincipal Admissions - Work alongside the Swindon Borough Council Admissions Team - Handle all stakeholder and parent enquiries regarding admissions - Manage all aspects of general admissions to the Academy - Manage In year admissions to the Academy - Manage the yearly admission process for Year 7 and reception children into the Academy - Assist in managing student recruitment events - Liaise with Swindon Borough Council regarding appeals - Parental Communication - Handle complaints that the school may receive from all stakeholders - Manage all parent communication to the Principal - Manage all communication from the Principal to parents and stakeholders. - Ensure that Academy Policies are kept up to date and stored and shared as appropriate - Manage weekly staff and parental communications

* Whilst every effort has been made to identify the main responsibilities of the post, each individual task undertaken has not been identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academy and their implications.

*2 weeks holiday work of which 5 days will be set dates in the calendar according to GCE/GCSE results day.

Updated September 2026