

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT

Tel: 020 8857 5003

Email: hornpark@compassps.uk

Website: www.hornpark.compassps.uk

Headteacher Jack Green



Horn Park Primary School

JOB DESCRIPTION

Post: Administration Assistant

Scale: Scale 3 point 5-6 (£26,971.15 - £27,356.92 Actual)

Hour: 35 hours per week, 41 weeks per year
(8.30am-4.30pm Monday to Friday – 1 hour lunch break)

Responsible to: Headteacher

To Work to: School Office Lead / Headteacher

At Horn Park Primary School, the school office is the heartbeat of our community, and we are looking for someone brilliant to help it thrive.

As the first point of contact for our children, families and visitors, you will set the tone for every interaction: offering reassurance to a nervous parent, a warm smile and welcome to a child returning after absence, and calm, organised support to a busy team. Your work will underpin everything we do, enabling our staff to focus on what matters most: providing an exceptional education for every child.

We are looking for a welcoming, enthusiastic and highly organised individual to join our office team as our front-of-house receptionist. You will play a key role in keeping the school running smoothly, supporting the Senior Leadership Team, and ensuring that communication, administration and daily operations are handled with care, professionalism and efficiency.

To succeed in this role, you will bring:

- Strong interpersonal skills and a genuinely friendly, approachable manner
- Excellent organisation and the ability to juggle multiple priorities with confidence
- High levels of discretion and professionalism when handling confidential information
- Competence with administrative systems and technology

Previous school experience and knowledge of school information systems would be an advantage, but more important, is your commitment to making a positive difference every day. We will ensure that your role builds on your strengths, offering a varied and engaging mix of responsibilities across the school office.

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Purpose of the job

- To be a friendly and helpful front of house receptionist, interacting directly with parents/carers, staff, pupils and visitors in person and by telephone.
- Provide administrative support for the school office and Senior Leadership Team

Main duties

- To undertake receptionist duties, welcoming visitors warmly and ensuring procedures for signing in and out are adhered to
- To provide administrative support in the school office
- To input data onto the school's database system
- To book meetings and organise refreshments where needed
- To adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
- To assist with parents evening bookings
- To support with the promotion of community events and workshops
- To produce letters and correspondence as required, using a variety of software applications
- To ensure parents adhere to the school's no debt policy and that all school payments are tracked and made on time
- To assist the with the daily attendance and recording of pupil absence.
- To reconcile school dinner numbers and print statics reports for the lunchtime staff/school kitchen
- To process school orders and assist the school finance team where needed
- To provide administrative support for the school journey, school trips and after school activities
- To assist with pupil enquiries
- To take ownership of filing, scanning and photocopying when required, including sensitive safeguarding and SEND files
- To keep up to date with all the policies and procedures of the school as required
- Ensure great communication between the school and parents, via email, school text messages and letters.
- To undertake any other duties as reasonably requested by the School Office Lead

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General Duties and Responsibilities

1. To be responsible for promoting and safeguarding the welfare of children and young persons for whom you will come into contact with.
2. Always maintain confidentiality, complying with the school's data protection/GDPR procedures and legal requirements at all times
3. Promote the Trust's Equal Opportunities policies in a manner compatible with the duties of the post.
4. Discharge the duties of the post with due regard to the provisions of the Health and Safety at Work legislation.

This post will report directly to the School Office Lead

Horn Park Primary School are committed to safeguarding and protecting the welfare of children and expect all staff to share this commitment. A Disclosure and Barring Service Certificate will be required and two good graded references from most recent employers.

*All applicants are subject to strict vetting procedures and will be asked to provide right to work in the UK, DBS and references.

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Administration Assistant - Person Specification

The person in this role will play a vital part in shaping the experience of every child, parent and visitor to our school, ensuring that all interactions are welcoming, efficient and reflective of our values.

	Essential	Desirable
Qualifications	- GCSE or O-level in Mathematics and English - Word processing	A-Levels
Professional Experience / Knowledge	- Experience of Word, Excel and Powerpoint - Accurate record keeping - Experience of managing sensitive information - Administrative experience within an office environment	- Experience of Bromcom/MIS - Experience of SharePoint - Experience of working in a busy school office - Receptionist / front of house experience
Professional Skills	- Highly adaptable, with the ability to rapidly reprioritise tasks against competing priorities and demands of the day - Excellent interpersonal and oral/written skills - Strong attention to detail, particularly in maintaining accurate administrative records - Ability to work as part of a team - Ability to prioritise and work under pressure - Ability to meet deadlines - Experience of working in a busy office environment - Data input skills - Excellent ICT skills - Analytical skills	Experience of producing newsletters and updates
Personal Qualities	- Ability to make relationships easily with children and adults - Warm, approachable presence that helps create a positive first impression - Commitment to inclusion and the ability to work with families from diverse backgrounds - An adaptable, proactive and flexible approach to tasks and supporting the wider life of the school - Self-motivation and personal drive to complete tasks to the required timescales and quality standards - Tact and diplomacy in all interpersonal relationships with pupils and colleagues - Able to work on own initiative - Reliability and integrity - Humour and resilience - Personal commitment to continuous self-development through self-evaluation and learning from others - Commitment to school improvement - Ability to go the extra mile to ensure that the school achieves a standard of excellence	