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Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Academy
Reviewed on:	24 th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the School Administration Assistant

The core purpose of the School Administration Assistant is to provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

B. Key Duties:

- Deal with enquiries either by telephone or face to face offering information and support and sign in visitors.
- Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- First point of contact for sick pupils, liaise with parents/carers/staff.
- Provide cover in the dining hall during the pupils' lunchtime break.
- Provide access to the school library for classes on a rota.
- Produce lists, information and data as requested by senior staff or external agencies (e.g standard/statutory returns).
- Produce the weekly school newsletter, sharing with stakeholders and updating the website
- Maintain manual and computerised records and management information systems.
- Maintain confidentiality and adhere to safeguarding procedures.





C. Individuals in this role may also:

- Assist with arrangements for school visits and events.
- Responsible for the selection, ordering and storage of supplies, under the direction and selling and distributing as required.
- Undertake general financial administration such as processing orders, collecting money and undertake basic bookkeeping, such as petty cash.
- Provide administrative support for meetings and take notes at meetings.
- Assist with the administration of school lettings and other uses of school.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The School Administration Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.