



Administration Assistant

Responsible to: PA and Office Manager

Place of work: Iveshead

Salary: Grade 5 (Point 7-8)

Hours: Full time (37 hours per week) – 39 weeks

Role Overview

The Administration Assistant provides confidential, high-quality administrative support across the school, ensuring the efficient delivery of core administrative services.

In addition, the role contributes to wider school operations such as admissions, trips, events and financial processes, ensuring smooth and compliant administrative practice.

Administration

- Be responsible for the high-quality administration of general school documentation and specialist provision paperwork (as required), including letters and reports, using a range of software packages.
- Answering enquiries by telephone using the school switchboard, or face to face maintaining high levels of customer service at all times.
- Be responsible for covering the Reception desk.
- Provide information and complete returns to the LA and school management as required.
- Input data into and maintain the MIS database, including data collection records.
- Be familiar with all aspects of MIS in order to provide reports and data as requested.
- Triage and respond to daily enquiries from parents.
- Be responsible for incoming distribution of post and dispatch of outgoing post.
- Working as part of the wider Trust administrative team to provide admin support to other schools/settings as and when required.
- To contribute to the use of the parent payment package; manage the process of receipt, record and reconciliation of money where applicable.
- Provide admin support across the school as required including subject areas, SEND, Exams and Pastoral including the raising of all departmental purchase orders.
- Ensure that all orders are correctly processed in line with Finance processes and procedures and to record and maintain accurate financial records
- Provide confidential general administration support to the Senior Leadership Team.

Student Support & First Aid

- Be responsible for supporting the First Aid provision for the school.

Additional duties include:

- Support with the arrangements for school trips e.g. booking tickets and transport, collecting consent from parents, ordering packed lunches as required etc.
- To provide additional support to the senior leadership team of the school as necessary, for example in the organisation of enrichment activities and trips.
- Support with the arranging of parents evenings and school events.
- Arrange tours, new starter packs and oversee the transition of new starters with the Key Stage Leads.
- Assist the Transition Team on an annual basis with the requirements of transition.

- Manage queries and chase payments for School run transport.
- Contact parents and/or County Hall with regards to LA transport.
- Upload and manage social media.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to school policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to school needs as requested by members of Senior Leadership Team or the designated representative

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Person Specification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
Level 3 qualification e.g. A Levels		✓
Administration qualification		✓
Experience & knowledge		
Recent and relevant work experience	✓	
Ability to undertake a range of office administration accurately and efficiently.	✓	
Ability to work on own initiative and as part of a team.	✓	
Knowledge of safeguarding, health and safety, behaviour and child protection policies.	✓	
Experience of working within a school environment		✓
Experience of working on Bromcom		✓
First aid qualification (or willingness to undertake)	✓	
Knowledge of school administration practices and procedures		✓
Ability to handle cash for banking, petty cash, and administer school accounts.		✓
A knowledge of paperwork associated with annual reviews and other SEND processes.		✓

Skills		
Excellent communication skills, both written and verbal	✓	
Excellent customer service skills with the ability to communicate at all levels including pupils, parents, staff and visitors.	✓	
Excellent organisational skills with the ability to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	

Good level of IT skills including Outlook and Office	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites		✓
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.