



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Administration
Assistant

Edenthorpe Hall
Primary Academy

ROLE SPECIFICATION

Academy / Department	Edenthorpe Hall Primary Academy
Post title	Administration Assistant
Responsible to	Office Manager
Full time Salary	£25,185 - £25,989 FTE
Pro-Rata Actual Salary	£21,829 - £22,525 per annum
Working Pattern	Mon-Friday, Permanent
Pension	Local Government Pension Scheme
Working Hours	37hrs per week
Line Management Responsibility	No

ROLE SUMMARY

The Administration Assistant duty is to provide a high-quality front of house admin support to a very busy school office, ensuring that staff, pupils and visitors entering our school are welcomed in a professional and friendly manner.

MAIN DUTIES & RESPONSIBILITIES

- ★* To be a key part of the operations team, providing a range of administrative/receptionist services to support the pupils and staff within the school.
- ★* To prioritise conflicting demands effectively to maintain high levels of admin support for the whole school.
- ★* To conduct reception duties including welcoming pupils, staff, parents and visitors into our school.
- ★* To make sure that incoming calls are answered promptly and voicemail messages are retrieved in a timely manner and recorded CPOMS.
- ★* Ensure staff updates are sent via email to ensure communication is shared when required with the appropriate department/members of staff
- ★* Raise purchase orders and post Goods Received notes on the system
- ★* To prepare and send whole school/key stage specific letters to parents/carers via MCAS and upload to website
- ★* Prepare and reconcile monthly banking reports.
- ★* To ensure that all deliveries are prioritised (all items accounted for and delivery notes checked off)
- ★* To manage the main school reception area and ensure that all communication is updated when necessary (parental leaflets/noticeboards/Staff board updates)
- ★* To support the Medical Lead in meeting pupils' medical needs, including the safe administration of medication, effective liaison with parents and staff, and the coordination and review of Individual Healthcare Plans.
- ★* To administer first aid during lunch times, complete accident slips and record on CPOMS.
- ★* To support the promotion of positive relations with parents and carers.
- ★* To liaise with various stakeholders and authorities
- ★* To support with the inputting and collating of parent and carer contact details ensuring that information is kept up to date.
- ★* To support the Attendance Officer with administration in relation to attendance (late pupils/admissions/ appointments and inputting on the MIS system).
- ★* To support the SENCO with low level administrative duties (making appointments,

- filling, sending messages to parents)
- ★ To work alongside and support the Business Manager when required
- ★ To support with any hospitality events held in the school (meetings/parent events/governor meetings)
- ★ To comply at all times with Trust policies and procedures, and to undertake any other reasonable duties as requested by SLT members

This list is not exhaustive.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE qualifications, or equivalent at a grade C/4 or above a good standard of literacy and numeracy	•	
Completion of relevant training appropriate to an Administrative Assistant role within a school setting.	•	
Willing to become first aid trained	•	
Experience		
Significant and recent experience working as an Administrative Assistant in a school environment.	•	
Worked with a variety of IT systems including word processing, spreadsheet and database operation	•	
Knowledge of school systems would be an advantage (Bromcom/ Cpom's/ PS Financials)		•
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.	•	
Knowledge		
An understanding and commitment to the protection and safeguarding of children and young people	•	
Strong understanding of educational challenges and a passion for contributing to a team that makes a meaningful impact every day	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Able to prioritise conflicting demands whilst managing a diverse and demanding workload	•	
Meticulous attention to detail, able to utilise systems and data effectively	•	
Ability to deal appropriately and sensitively with challenging situations	•	
Ability to relate well to children and adults	•	
Ability to process and manage confidential and	•	

sensitive student / employee data		
Ability to work under pressure and to deadlines	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for Administration	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are

unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org