

# Administrative Assistant

Job Description and Information



## **WELCOME**

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantages in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

**Mr Simon Leach**  
**Principal**



## **Administrative Assistant**

**Hours: 37 hours per week,  
term time only (39wks)**

**Scale: Grade 2 Pts 4-5  
Salary: £25,185 - £25,584 pa (pro rota)  
Actual Salary: £21,662 - £22,005 pa**

**Working hours** - 37 hours per week, 39 weeks per annum + Inset-days  
8am to 4pm (daily with 30-minute lunch break) – Monday – Thursday and  
8am to 3.30pm (30-minute lunch break) - Friday

If you are someone who thrives in a busy office environment, is highly organised, and enjoys supporting the day-to-day running of a school, then this could be the ideal role for you. We are looking for an enthusiastic Administrative Assistant who takes pride in providing accurate, timely and effective support across a range of tasks.

We want someone who can help keep our systems and processes running seamlessly, contribute to a welcoming and well-organised academy, and play an important role in supporting staff, students and families. This is a fantastic opportunity to be part of a dedicated team and make a real contribution to the smooth running of the academy and the overall experience of our students.

This will be a varied but interesting role which will involve working the main reception area, undertaking administrative tasks which include parental communications and SEND data, providing first aid and also working in student reception.

If successful in your application, you will also benefit from being part of Ormiston Academies Trust, a MAT of 44 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

Visit us online at: <https://mynewterm.com/jobs/137109/EDV-2025-OIEA-25322> where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please email [kmeakin@oiea.co.uk](mailto:kmeakin@oiea.co.uk) who will facilitate.

**Closing date for applications: 9am on Monday 22<sup>nd</sup> June 2026**

**Interviews to be held – to be confirmed**



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**8am to 3.30pm Friday**  
**(daily 30min unpaid lunch break)**

**Responsible to: School Business Manager, Senior Leadership Team and SENDCo.**

### **Purpose of the Role**

To provide high-quality administrative support across the academy, ensuring the smooth and efficient day-to-day operation of key systems and services. This is a varied and fast-paced role suited to someone who enjoys working across multiple areas, learning new skills and supporting the wider school community.

The successful candidate will work flexibly across reception, administration, reprographics, administration and first aid/ medical support duties as required.

### **Main Duties:**

- Perform administrative and clerical duties needed to support the Academy.
- Answering enquiries, internal and external producing letters, reports and completing returns to the LA/Trust/parents/staff and students.
- Liaising with parents, the LA and other stakeholders as required.
- Maintain confidentiality and deal with situations of a sensitive nature.
- Support with the SEND Annual Review paperwork.
- Minute meetings as necessary.
- Update records, spreadsheets and departmental software as required.
- Arrange appointments for the department – both internal and external clients.
- Assist with staff and student timetabling.
- Order resources and equipment as needed.
- Assist and help set up Open Evenings, Tours of the site and Induction Taster Days
- Complete the administration for Individual Education Plans.
- Provide First aid support to students and staff as required.
- Keep accurate records Manage up to date record keeping
- Maintain accurate medical and incident records.
- Liaise with parents/carers regarding student illness or injury.
- Support the administration of student medical needs and healthcare plans.
- Support the preparation, printing and distribution of academy resources.
- Operate photocopying and printing equipment.
- Ensure resources are produced accurately and within required timescales.
- Help maintain stock levels of paper and office supplies.
- Act as a first point of contact for visitors, parents, students and external agencies.
- Welcome visitors and ensure safeguarding and sign-in procedures are followed.
- Handle incoming calls and direct enquiries appropriately.
- Provide a professional and friendly front-of-house service.

**CTD**

## **Duties and Responsibilities – General**

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To participate in the academy's performance management programme.
- It will be necessary to work with information technology and associated systems in accordance with academy policies.
- To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.
- To maintain confidentiality and observe GDPR and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf> Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.e. and of the Right to Work in the UK, Proof of NI Number.**

*Please see Person Specification on the next page.*

# Person Specification



## Post: Administrative Assistant

Essential Requirements		Assessment A = Application I = Interview T = Test
<b>1</b>	<b>Experience, qualifications and training</b> <ol style="list-style-type: none"> <li>1 Recognised qualification(s) and/or experience in an administrative role.</li> <li>2 Good general standard of education to Grade C or above at GCSE or equivalent (English and Math's).</li> <li>3 Previous related experience providing welfare support to young people.</li> <li>4 First aid qualification (desirable).</li> <li>5 Willingness to undertake on-going training in all aspects.</li> <li>6 Understanding of Special Education Needs and Disability Education (desirable)</li> </ol>	<p>A</p> <p>A &amp; T</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>I</p>
<b>2</b>	<b>Skills and abilities</b> <ol style="list-style-type: none"> <li>1 Computer literacy and awareness with specific links to office administration (inputting data into MIS and school software systems– ARBOR).</li> <li>2 Ability to use all Microsoft Office applications – Outlook/Share Point/Teams/Excel/Word etc to a high standard.</li> <li>3 The ability to organise and prioritise workload so that deadlines are met.</li> <li>4 The ability to execute complex instructions effectively.</li> <li>5 The ability to show tact &amp; diplomacy with an understanding and regard, particularly in stressful situations.</li> <li>6 The ability to listen (often to sensitive and personal issues) and accurately transmit information (deciding what information to pass on, to whom and why – often of a highly confidential nature).</li> <li>7 The ability to implement Safeguarding, health and safety and student welfare policies consistently and equitably.</li> <li>8 The flexibility and willingness to adjust to the demands of workload and the changing needs of the academy's administrative systems.</li> </ol>	<p>A &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I &amp; T</p> <p>I</p> <p>I</p>
<b>3</b>	<b>Specialist knowledge</b> <ol style="list-style-type: none"> <li>1 Knowledge of relevant statutory regulations re Health &amp; Safety, Safeguarding &amp; SEND etc.</li> <li>2 Knowledge of the appropriate software systems to support student welfare administration.</li> </ol>	<p>A, T &amp; I</p> <p>A, T &amp; I</p>
<b>4</b>	<b>Commitment</b> <ol style="list-style-type: none"> <li>1 Commitment to the Academy's values and principles, aims and policies.</li> <li>2 Commitment to developing the Academy as part of the local community.</li> </ol>	<p>I</p> <p>I</p>



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