

Job Description

Administration Assistant

Salary: Grade 5 (8 -13) £21,749 - £23,565 (Actual) – Pay award pending

Hours: 30 hrs

Reports to: Business Manager



Core Purpose:

Under the instruction and guidance of the Business Manager, provide general admin/financial support in school.

Main Responsibilities:

- Act as the first point of contact for students, parents, and visitors at Reception, ensuring all enquiries and issues are directed to the appropriate member of staff and resolved efficiently.
- Provide general administrative support, including photocopying, filing, responding to routine correspondence, booking meeting rooms, and taking minutes at meetings.
- Support parents and pupils with the school's online payment system (e.g. lunch payments and card top-ups), and monitor updates from the local authority portal regarding free school meals.
- Maintain accurate computerised records, including MIS data, and produce reports for teaching and support staff as required.
- Undertake a range of IT-based administrative tasks, including typing, mail merges, and updating pupil and staff records across internal systems such as BROMCOM.
- Provide administrative support during examination periods as required.
- Support the delivery of school events such as open evenings, parents' evenings, and other after-school activities on a rota basis.
- Assist with Finance and Payroll functions as required.
- Support the school's attendance processes as required.
- Complete safeguarding training and any other training relevant to the role.
- Maintain strict confidentiality at all times and demonstrate a clear understanding of GDPR requirements.
- Undertake any other duties commensurate with the role, as directed by the Business Manager.

Personal Specification

Administration Assistant

	Essential Requirements	Desirable Requirements
Qualifications	Grade C or above (or equivalent) in English and Maths.	
Experience	Experience of working in an office environment Experience of working with Microsoft Office and other MIS systems Experience of developing administrative procedures and effectively implementing systems	Experience of working with children and young people Experience of working with MIS and data bases
Personal Qualities	Ability to work independently and as part of a team. An interest in the education sector. Experience of prioritising work under pressure. Enthusiasm for the role. Willingness to learn and adapt. Planned approach to own and work of others. Ability to communicate at all levels. Excellent organisational skills	