



Bramley C of E Infant and Nursery School
An Academy in the Good Shepherd Trust

Birtley Road, Bramley, Guildford, GU5 0HX

Telephone: 01483 892346

Email: office@bramley.surrey.sch.uk

www.bramley.surrey.sch.uk

Head of School: Mrs Naomi Strickland

Executive Headteacher: Miss Anna De Filippis



Job Description – Admin Assistant

Job Title: Admin Assistant

Job Purpose:

- To provide efficient and effective administrative and finance support as a member of our school's office team.
- To assist in the marketing and funding of the Pre-School and Nursery.
- To promote a professional and friendly point of call to all parents and visitors to our school.

Responsible to Trust Business Manager

Key Accountabilities

Communication

- Welcome all visitors to our school and ensure the school policies for safeguarding and fire procedures are adhered to, ensuring accurate completion of visitor badges and monitoring access to restricted areas.
- Produce and engage with a range of parent/carers communication.
- Liaise with prospective parents and complete tours of the school when requested.
- Liaise with parents about Nursery sessions and start dates.
- Communicate with teachers and support staff regarding beginning/end-of-day arrangements
- Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion.
- Assist headteacher and Business Manager with marketing and funding of the School, Pre-School and Nursery.
- Manage and maintain the school's social media sites.

Finance

- Manage the Pre-School and Nursery applications and billing systems.
- Collate all paperwork relating to FEET, 15 hour/ 30 hour funding and register as appropriate.
- Use Microsoft Office programs - Excel, Word, Outlook - to produce professionally written and well-punctuated reports and letters, contributing to the style and presentation of documents.
- Manage all nursery and pre-school payments, ensuring all payments are received and recorded.
- Receive and check deliveries.



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- Draft invoices for all school hires, such as after-school clubs, and ensure payment is received.
- Identify additional streams of income and manage fundraising opportunities.



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Supporting statutory requirements

- Admissions – manage all aspects of Nursery and Pre-School admissions from initial enquiries through to starting / leaving dates; liaising with the local authority and the child's previous or next school.
- Prepare starter packs for all new Nursery and Pre-school families and enter all family information onto the school database.
- Maintain and manage school single central register
- Ensure the DBS process is complete for all new staff and volunteers.

Other responsibilities

- Use the school database, Parenta and any other computer applications to perform the role's daily tasks.
- Update Arbor with data about children, including personal information, contact details, medical information, SEN details.
- Undertake filing, reprographics and resource preparation.
- Maintain the reception area, including updating of noticeboards and literature.
- Manage, redistribute and dispose of lost property.
- Support in other areas of the school if they are short-staffed over the lunch period.
- Support with putting tables and benches out in the hall ready for lunchtime if required.
- Administer first aid and medication if/when required.

Policy and Compliance

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.
- To work within and comply with safeguarding and child protection policy and procedures.
- Ensure all school policies are up to date.

Work with others

- Receive and respond to everyday enquiries from stakeholders to provide a timely, courteous and efficient service.
- Develop strong relationships with partners and stakeholders to deliver a timely and efficient service – flexible team player is essential.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

Values: To uphold the vision, values and behaviours of the school and be sympathetic to the Christian beliefs.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.



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The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Note: This job profile is subject to review and amendment in consultation with the Headteacher and Trust Business Manager so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post.

Person Specification – Finance Administrator

Qualifications Essential	Desirable
GCSE Grade A-C or equivalent in at least English and Maths.	First Aid at Work qualification.
Good Keyboard skills and working knowledge of Microsoft Word, Excel and email.	Knowledge of Parenta, Arbor and Tucasi.
Willingness to undertake First Aid training.	
Willingness to undertake any relevant training.	