



Job description: School Services Assistant

Location	Based within one of our schools
Contract term	Permanent
Pay range	£25185 - £30518 (NJC 4-16) <i>Please note: This figure reflects the full-time equivalent (FTE) scale point value</i>
Reporting to	School Services Manager / School Services Officer

Job purpose

To support the effective operation of school-based professional services by providing administrative and clerical support across school services, supporting the effective delivery of administrative functions.

The postholder ensures that centrally defined Anthem processes are implemented consistently within their areas of responsibility, providing coordination, oversight and support to broader School Services team.

Main duties and responsibilities

Administrative and clerical support

- Carry out routine administrative tasks, including:
 - filing, photocopying and scanning
 - data entry into school systems
 - preparation and distribution of documents
- Support the organisation and storage of records.

Customer service and reception support

- Assist with reception duties, including greeting visitors and handling basic enquiries.
- Provide a welcoming and professional service to all stakeholders.
- Support telephone and email communications.

Operational support

- Assist with preparation and organisation of school activities and events.
- Support processes such as:
 - pupil meals and communications
 - trips and visits
 - general school administration
- Provide support across functions as required.



Systems and data

- Input and maintain accurate data in school systems.
- Ensure confidentiality and compliance with data protection requirements.

Team contribution

- Work as part of the wider school services team to ensure continuity of service.
- Support colleagues by completing delegated tasks and providing assistance where needed.

General responsibilities

- Undertake duties commensurate with the role.
- Contribute to a shared professional services model.
- Comply with safeguarding, health and safety, and Anthem policies.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.