



Job Description

Job Title: Admin Assistant

Location: Fountains Primary School

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Job Title	Admin Assistant
Location:	Fountains Primary School
Hours per week:	37
Weeks worked per year:	TTO + 2 weeks
Reporting to:	School Business Manager
Salary Scale:	3.4 / Apprenticeship wage

Main purpose of Role

The administration team plays a vital role in ensuring the smooth operation of the school by supporting the School Business Manager and SLT across key operational areas including finance, premises, ICT, health and safety, and general administration. Through effective communication and proactive support with attendance, they help foster strong relationships with parents and pupils, aligning their work with Department for Education strategies to promote engagement and wellbeing.

Principal Accountabilities:

Main Duties	<ul style="list-style-type: none"> • To work to defined business standards and processes, performing a wide range of business support tasks with due regard to confidentiality and safeguarding. • Perform a comprehensive range of high level complex administrative tasks, including complex or sensitive reports and correspondence, monitoring or reconciling budgets, producing complex financial reports and statements as required. • Provide efficient, friendly and professional communication skills to support the smooth running of the school including face to face, telephone and email. • To create, manage and manipulate information relating to finance, student or staffing information or any service requirement, including producing bespoke and complex reports. • Administration and reconciliation of events, trips and excursions, including booking venues, arranging transport, issuing communications, compiling paperwork and recording and reconciliation all financial transactions. • To follow financial processes in accordance with MAT Financial regulations, ensuring confidentiality and compliance with GDPR.
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	<ul style="list-style-type: none"> • Process purchase orders promptly ensuring they are correctly coded and in line with set budget. • Undertake a range of financial support processes, including processing of purchase orders, ensuring accurate coding, resolving queries and issues, reporting and reconciling accounts. • Management of school meals including ensuring the accurate recording and reconciliation of school meals taken. Collect, receipt, record and bank all income in relation to school meals accounts and ParentPay including weekly and monthly reconciliation. Send reminders for arrears in accordance with School policy. • To maintain and monitor the school's attendance records and produce returns and report as necessary ensuring daily attendance is complete on database (Arbor). • Preparation and maintenance of computerised pupil data records, ensuring pupil records on database (Arbor) is accurate and up-to-date. • Supporting with maintaining and updating school's social media pages, celebrating successes. • To assist with the monitoring and maintenance of stock and order supplies as necessary. • Maintain an accurate and up-to-date inventory of all the organisations resources. • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the school e.g. Safeguarding, Health and Safety, Equal Opportunities. • Provide a high standard of customer service in all dealings internal and external to the school. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development

	<ul style="list-style-type: none"> • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	Good pass in English and Maths GCSE of at least Grade C+ (or equivalent) Admin level 2 and or 3 certificate or willing to work towards an apprenticeship	
Experience		Experience working with: Arbor Access Canva
Knowledge	Ability to create, interpret and present complex data accurately and confidently	
Abilities	<ul style="list-style-type: none"> • Strong ICT skills including Excel, Word and Outlook • Excellent verbal and written communication skills with the ability to relate to people at all levels. • Well organised, logical approach to workload with the ability to manage several processes and tasks at the same time and prioritise accordingly to meet deadlines. • Analytically minded and demonstrates attention to detail in all tasks. • Ability to work flexibly in a team situation whilst be able to prioritise, show initiative and work independently. • Ability to be proactive and plan ahead, to allow for fluctuations in demand. • Takes responsibility for own actions and decisions. 	

Signed:

Date: