



WESTCOUNTRY SCHOOLS TRUST

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Admin Assistant
Location:	Across the Trust (based at Woodlands Park Primary School currently)
Grade/salary:	WeST Pay scales - Grade C (£13.26 an hour)
Hours:	30 hours a week
Reports to:	Headteacher

Job Purpose

The admin assistant supports the effective operation of the Trust and works to uphold and promote its vision and values. To carry out the professional duties of an administrator as circumstances may require and in accordance with the school's policies.

Duties and Responsibilities

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

- Provide administrative support to the Headteacher, Senior Leadership Team, and school staff.
- Act as the first point of contact for parents, visitors, pupils, and external agencies.
- Manage telephone calls, emails, and general enquiries professionally and efficiently.
- Maintain accurate pupil records and data using the school's management information system.
- Process attendance information and support attendance monitoring procedures.
- Assist with school admissions, transfers, and pupil leaver/joiner administration.
- Prepare and distribute letters, newsletters, reports, and other school communications
- Manage school diaries, meeting schedules, and room bookings.
- Support the organisation of school events, trips, and parent meetings
- Handle confidential information in accordance with GDPR and safeguarding requirements.
- Assist with maintaining school website content and communication platforms where required.
- Work collaboratively with staff to provide an efficient and welcoming school environment.

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION
E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or others election activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
English & Maths GCSE.	E	X	
EXPERIENCE:			
Working in a school office.	E	X	
KNOWLEDGE, SKILLS AND ABILITIES:			
Excellent organisational and time management skills.	E	X	X
Good ICT skills.	E	X	X
Knowledge of school systems such as SIMS, Arbor.	E	X	X
Strong communication and interpersonal skills.	E		X
Communicate to a range of audiences (verbal, written, using ICT as appropriate).	E	X	X
High level of accuracy and attention to detail.	E	X	X
Ability to maintain confidentiality and handle sensitive information appropriately.	E		X
Ability to prioritise workloads and work effectively under pressure.	E	X	X

FURTHER REQUIREMENTS:			
Right to work in the UK.	E		X
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.	E		X