



Boorley Park Primary

## JOB DESCRIPTION

JOB TITLE:	Administrative Assistant
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	38 weeks; 20 hours per week
TIMES WORKED:	Monday to Friday 8:30am to 12:30pm
BASE:	Boorley Park School Reception Area

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Headteacher

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### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- To support the Administrative Officer as a first point of contact for pupils, staff, parents, governors, and visitors assessing the nature and urgency of the inquiry and responding or referring as appropriate demonstrating strong interpersonal skills and uttermost confidentiality.
- To assist with maintaining a record of visitors ensuring all visitors sign in and out.
- To assist in ensuring that the reception area is kept smart, tidy and welcoming at all times.
- To assist with general administrative and welfare tasks to support the school as required (e.g. photocopying, scanning, first aid, health and safety as well as care of children when unwell).
- To possess a first aid certificate and administer medicines/inhalers (training will be provided).
- To be proactive and flexible with a positive approach and outlook
- To assist with producing a range of documents including letters/emails and presentations to a high standard by the required deadline demonstrating efficiency, accuracy and organisation.

- To assist with the collection, processing and inputting of data ensuring accuracy and security of data as well as statutory compliance.
  - To use electronic and manual filing systems with due regard to security and confidentiality.
  - To assist in maintaining diaries, appointment systems, scheduling and arranging meetings.
  - To assist with accurately recording income and dealing with the handling of cash relating to dinner money, trips, after school club and music payments.
  - **Such other duties may be reasonably allocated or directed within the purview of the post.**
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## NOTES

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work/designated lunch times may be subject to change for operational reasons.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
  - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
  - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
  - In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    - (a) Overtime has been worked by agreement with the Headteacher.
    - (b) To attend a special event e.g. graduation.
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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Administrative Officer.

Date Prepared:	June 2026
Prepared By:	HR
Date Reviewed:	

Reviewed By: