

Administration Assistant Job Description.

Location:	EAST Central Office, Wickham Market Primary School
Grade:	Grade 3 Pt 4-6 (£8,860 – £9,143 (15 hours) - £13,290 - £13,714 (22.5 hours)
Hours:	15-22.5 hours (approx.), 39 weeks year (term time + 5 PD days)
Contract Status:	Permanent, part time
Reports to:	Executive Assistant (EA)

Main Purpose of the Role

The Administration Assistant will work closely with the Executive Assistant to deliver high-quality, professional administrative support to the Trust. This varied role plays an important part in ensuring effective communication, well-organised meetings and high standards of documentation across the Trust.

The post holder will support the preparation and circulation of meeting papers, assist with clerking and note-taking, and ensure documents are presented clearly and consistently. There will also be opportunities to develop valuable digital and organisational skills, including learning how to create SharePoint sites and support automated processes. This is an exciting and developmental role, ideally suited to someone who enjoys working collaboratively, is keen to learn, and thrives on contributing to a wide range of projects in a dynamic educational environment.

Key Responsibilities & Duties

Working with the Executive Assistant, the post holder will:

- Ensure published documentation is presented to a high professional standard and aligns with Trust brand guidelines.
- Attend meetings as required to take accurate and well-structured notes.
- Support the organisation and scheduling of meetings, including preparation of papers and logistics.
- Maintain Trust web content, ensuring information is accurate and up to date.
- Support the planning and delivery of Trust-wide events.
- Assist with the coordination and oversight of team calendars.
- Work collaboratively with colleagues to help implement new systems, procedures and ways of working.

General Responsibilities

- Act as a first point of contact for a wide range of enquiries, responding professionally and efficiently.
- Help identify, develop and maintain effective administrative systems and processes.



- Maintain online communication tools used by the wider school community, including calendars and web-based platforms.
- Manage incoming correspondence, prioritising and distributing items appropriately and maintaining accurate records.
- Provide general administrative support such as maintaining trackers, collating responses, formatting documents and supporting diary management.

Review

This job description outlines the key responsibilities of the role and will be reviewed periodically to reflect any significant changes. The duties listed are not intended to be exhaustive; the post holder may be required to undertake other relevant tasks as appropriate.

All staff are expected to be flexible in their approach and committed to supporting the Trust and its schools. Duties must be carried out in accordance with Trust and school policies, relevant legislation, and with full regard for the needs of our school communities.



Person Specification

Area	Essential	Desirable
Education & Qualifications	GCSE Grade C or above in English or equivalent.	Previous experience of working within an administrative environment.
Specialist knowledge skills and experience	<p>Good literacy and IT skills, with the ability to produce clear, accurate, and professional written work.</p> <p>Confident use of Microsoft 365 applications including Word, Excel, PowerPoint and Outlook.</p> <p>Ability to plan, organise and manage your own workload effectively, prioritizing tasks to meet deadlines.</p> <p>Experience maintaining accurate records and handling information sensitively, with a clear understanding of confidentiality requirements.</p> <p>Willingness to work collaboratively and support colleagues in managing shared tasks and workloads where appropriate.</p>	<p>Experience using SharePoint or similar collaboration platforms.</p> <p>Experience using MS Forms, Power Automate or creating automated workflows.</p> <p>Experience providing information, guidance, or support to colleagues.</p> <p>Understanding data protection requirements in the workplace.</p>
Values and personal qualities	<p>Clear and professional verbal and written communication skills, including a confident and courteous telephone manner.</p> <p>Ability to work effectively as part of a team, demonstrating flexibility, reliability, and a supportive approach.</p> <p>Positive attitude with enthusiasm, commitment, and willingness to learn and develop new skills.</p> <p>Ability to remain calm and professional when responding to challenging or sensitive situations.</p> <p>Empathetic, approachable, and able to act as a positive role model.</p>	Ability to contribute ideas and support continuous improvement of Trust systems, processes and services.
Additional requirements	<p>Ability to handle a wide range of queries, using judgement to resolve issues or refer matters appropriately to senior colleagues.</p> <p>Willingness to learn Trust-specific systems, procedures and ways of working.</p> <p>Ability to adapt priorities effectively within a fast-paced and evolving environment.</p>	Broad understanding of the roles of Members, Trustees and Governors within a multi-academy Trust.



East Anglian Schools Trust (EAST) is committed to creating a diverse workforce. We welcome applications from all suitably qualified candidates regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage or civil partnership.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

