

Thurcroft Infant School

Loxley Drive, Thurcroft, Rotherham, South Yorkshire

Admin Assistant

Application Pack

Admin Assistant

Purpose of the Role

To provide high-quality administrative, organisational and front-of-house support to ensure the effective day-to-day operation of the school. The postholder will play a key part in maintaining positive communication with pupils, parents, staff and visitors, while upholding safeguarding, confidentiality, and data protection requirements. The post holder will contribute positively to the wider life, ethos and efficiency of the school.

Key Responsibilities

The postholder will:

- Act as the first point of contact for parents, pupils, visitors dealing with enquiries professionally and efficiently.
- Maintain accurate records relating to pupils, visitors and school activities.
- Support safeguarding procedures by ensuring visitor protocols and site security arrangements are followed at all times.
- Manage routine administrative tasks to support teaching, leadership and operational functions.
- Ensure confidentiality and compliance with data protection requirements in all aspects of the role.

Support for Staff, Pupils and Parents

The postholder will:

- Communicate effectively with parents/carers regarding attendance, enquiries and routine matters.
- Liaise with families when pupils need to be collected or supported during the school day.
- Work collaboratively with teachers, senior leaders and support staff to ensure smooth daily operations.
- Support any other pupil-related administrative processes.

Support for the School Office and Administration

The postholder will:

- Answer telephone calls, respond to queries and direct communication appropriately.
- Maintain a welcoming, organised and secure reception and office environment.
- Keep school records, policies and documentation up to date on shared systems.
- Carry out photocopying, filing and general clerical tasks as required.
- Support the administration of school meals, payments and income collection where relevant.
- Monitor attendance records and report concerns in line with attendance procedures.
- Support the organisation of school events, parents' evenings, trips and wider school activities

Use of Systems, Resources and Information

The postholder will:

- Use school management information systems (MIS) accurately and efficiently
- Support online systems including School Money/ Arbor, website updates and data returns.
- Maintain orderly paper and electronic filing systems in line with records management guidance.
- Monitor stock levels, place orders and check deliveries.
- Record and reconcile income, produce receipts and maintain accurate financial records as required.
- Manage the electronic school calendar and other schedules as directed by senior leaders.

Job Description

Safeguarding and Child Protection

The postholder will:

- Uphold and model excellent safeguarding practice at all times.
- Follow school safeguarding, child protection and safer recruitment procedures.
- Ensure visitors are supervised appropriately and safeguarding expectations are clear.
- Escalate safeguarding concerns in line with school policy and statutory guidance.

Health, Safety and Wellbeing

The postholder will:

- Work in accordance with health and safety policies and risk assessments.
- Identify and report hazards promptly through appropriate channels.
- Support a safe, calm and orderly school environment for all.

Working Together and Professional Expectations

The postholder will:

- Work constructively as part of a team, contributing to a positive and professional culture
- Maintain confidentiality and discretion at all times
- Attend meetings, training and professional development activities as required
- Demonstrate flexibility and undertake other reasonable duties commensurate with the grade of the post.

Job Description

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Person Specification

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I - interview R - references
English and Maths GCSE (Grade A-C / 9-5) or equivalent	✓		A
NVQ Level 2 or higher qualification relevant to administration or equivalent experience	✓		A
Health and safety training		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I - interview R - references
Experience using management information systems and digital record keeping	✓		A, I, R
Competent use of Microsoft Office applications (Word, Excel, Outlook)	✓		A, I, R
Experience managing a varied administrative workload	✓		A, I, R
Previous experience working in a school or educational setting		✓	A, I
Experience supporting budgets or financial processes		✓	A, I
Website or online system administration experience		✓	A, I

KNOWLEDGE AND SKILLS	Essential	Desirable	Source A- application I - interview R - references
Secure understanding of administrative processes within an office environment	✓		A, I, R
Strong organisational, time management and prioritisation skills	✓		A, I, R
Ability to communicate clearly and professionally with a range of stakeholders	✓		A, I, R
High levels of accuracy, attention to detail and confidentiality	✓		A, I, R
Strong IT skills and willingness to learn new systems	✓		A, I, R

Person Specification

PERSONAL AND PROFESSIONAL ATTRIBUTES	Essential	Desirable	Source A- application I - interview R - references
Calm, reliable and well organised	✓		A, I, R
Flexible, proactive and solution focused	✓		A, I, R
Committed to equality, inclusion and safeguarding	✓		A, I, R
Able to work independently and as part of a team	✓		A, I, R
Maintains professionalism under pressure	✓		A, I, R

Additional Requirements

- Enhanced DBS clearance
- Fully supportive and satisfactory references
- Commitment to safeguarding and safe working practices

This job description and person specification are not exhaustive.

The post holder may be required to undertake other duties appropriate to the role and grade.

Duties and responsibilities may be reviewed and amended in line with school needs, following consultation.

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.