



## ADMINISTRATION ASSISTANT (*fixed term from 23 February 2026 - 22 July 2026*)

### JOB DESCRIPTION

#### Main Purpose of the Post

To work within the School Office team to support all aspects of administration including departmental and whole school support. The role will also include providing support to the Data Manager with some routine administrative aspects of student attendance and with the maintenance and housekeeping of current school systems (which include SIMS, Class Charts and Edulink).

#### Main Tasks

- To be responsible for the answering of the main school telephone and email communications, answering general enquiries and redirecting calls and emails as appropriate
- To be responsible for welcoming and signing in of visitors to the school and to communicate with courtesy and clarity to all staff, students, parents/carers, visitors, outside agencies and the wider community, including helping with face to face enquiries.
- To deal with all incoming and outgoing mail and parcels including recorded deliveries.
- To manage meeting room and minibus bookings.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level reception and administrative service.
- Processing and administration of student absence requests
- Processing and administration of Penalty Notices, including the issuing of unpaid Penalty Notice documentation and standard letters to parents
- Supporting the Data Manager with attendance queries
- Adding absence comments to school information systems (SIMS)
- To support the data team in the administration, maintenance and housekeeping of our current school systems which include SIMS, Class Charts and Edulink
- To assist the School Office Manager by providing administrative support for a variety of areas including, but not limited to:
  - Departmental and whole school support including the administration of school trips and events
  - Support for pastoral leaders and senior management
  - Liaising with school staff and external parties as appropriate will also be an important part of this varied role.



## **Skills and abilities**

The successful candidate will have:

- Excellent telephone manner
- Ability to deal tactfully and confidently with telephone callers and visitors
- Good IT skills
- Ability to remain calm, composed and flexible within an extremely busy and demanding environment
- Ability to work effectively within a team and on own initiative
- Understand the importance of safeguarding students and the school's data
- Must be accurate in recording details and make full use of the school's computer systems
- Have a helpful and can-do attitude
- Integrity and confidentiality to be maintained at all times
- Commitment to the support of young people
- Willingness to undertake appropriate professional development