



Job Description

Job Title:	Administration Assistant
Salary range:	KSB
Responsibility To:	Office Manager / Head of Operations
Contract:	Full time (35 hrs), Monday to Friday term-time + 2 weeks

Main purpose of the role:	Work as part of the school administration team to ensure effective working practices and efficient running of the school's administration.
Main duties:	<ul style="list-style-type: none"> • Welcoming all parents and visitors, and ensuring that all safeguarding measures are adhered to e.g. safeguarding procedures, signing in/out and fire alarm routines etc. • Providing a first point of contact for pupils and parents and deal with any queries that arise or refer them to ensure that matters are dealt with effectively. • Relaying messages to staff, pupils and parents as appropriate • Supporting with the day-to-day administration functions, as part of the administration team, including but not limited to word processing, photocopying, filing, scanning and general office duties as necessary. • Collating information as requested • Supporting the smooth running of school events • Liaise with pupils, parents/carers, other staff and external agencies • Answer enquiries received in person/by phone or via emails – responding to queries/relaying messages and acting on instructions as needed and referring on when appropriate • Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required. • Assisting in the administration of the pupil admissions process • Maintaining pupil records and be responsible for completion and submission of forms, returns etc. • Ensuring that both electronic and paper pupil and student files are maintained. • Assisting with the transition process for pupils in each zone • Update manual and computerised records/management information systems • Assist with the preparation and distribution of routine home/school correspondence • Assist with the organisations of school trips/clubs • Assist with producing marketing and promotion material for the school



	<ul style="list-style-type: none"> • Update manual and computerised records/management information systems • Support other members of the administration team. • Complete school-based induction and all subsequent training • To undertake other reasonable duties which are requested by line management. 	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • A*-C GCSE Maths and English or equivalent • Evidence of Continuing Professional Development relevant to the role. 	<ul style="list-style-type: none"> • Qualification in administration or similar
Experience	<ul style="list-style-type: none"> • Experience in an administration role 	<ul style="list-style-type: none"> • Experience of working in a similar role in a school or local government setting.
Skills	<ul style="list-style-type: none"> • Excellent IT knowledge including word and Excel • Understanding of data protection regulations • Ability to work efficiently with particular attention to detail • Ability to prioritise • Excellent organisational skills • Ability to work under pressure • Ability to work to tight deadlines • Excellent written and oral communication skills 	
Qualities	<ul style="list-style-type: none"> • Able to work in an organised and methodical way. • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. • Empathetic, tactful and diplomatic. • Solution focused, working collaboratively and collegially with colleagues and stakeholders. • Excellent inter-personal skills. • A willingness and ability to develop knowledge and keep up to date with changes and developments. • Able to work effectively and supportively as a member of the school team. • Able to deal with all visitors and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief. 	