



JOB DESCRIPTION

JOB TITLE	Apprentice Administration Assistant
SALARY POINT	Kent Scheme Apprenticeship Pay Scale
LIASION WITH:	Executive Headteacher and Senior Leadership Team.
HOURS:	37 hours per week, term time, plus 5 INSET days + 5 Admin days). Details of working week to be agreed with the Executive Headteacher
LOCATIONS:	Grange Park School @ Wrotham, Borough Green Road, Wrotham, Kent, TN15 7RD Grange Park School @ Stansted, Malthouse Road, Stansted, Sevenoaks, Kent, TN15 7PH
WORKING PATTERN:	Core hours are 8.00am – 4.00pm
DATE:	November 2025

RESPONSIBLE FOR:

To provide administrative support to the Senior Leadership Team, ad-hoc whole school reception and clerical support to support the smooth operation of the school.

JOB PURPOSE:

To provide general administrative support as a member of the office team.

KEY AREAS OF RESPONSIBILITIES:

1. Administrative Responsibilities

- Provide administrative support to the SLT.
- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures and safeguarding processes.

- Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
- Prepare registers and update records (e.g. for school dinners / free school meals) and ensure information is shared as required.
- Maintain records of staff and pupils movements in and out of the school and contact taxi firms as applicable.
- Record and post all outgoing mail and receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
- Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
- Prepare and distribute routine home / school correspondence for approval by Executive Headteacher/SLT.
- Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing.
- Flexibility with working between sites (Wrotham and Stansted)

2. Professional Collaboration and Liaison (Colleagues and Parents)

- To liaise with parents/carers where appropriate and as requested by the teacher.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils/students to improve their learning.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.

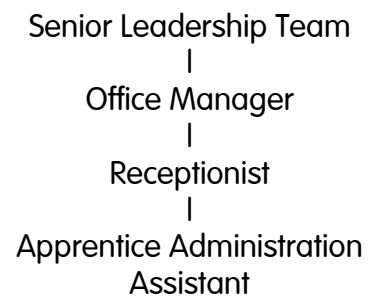
3. Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with GDPR / Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.

Footnote:

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

ORGANISATION



Person Specification – Apprentice Administration Assistant

	<u>Essential</u>	<u>Desirable</u>
Skills and Experience	• Proven administration experience. • Previous experience of reception work or working in a customer service role. • Professionally discrete and able to respect the confidentiality on particular issues • The ability to work well in a team and independently • Excellent communication skills • Flexibility and adaptability • ICT skills, including use of internet, emails and Microsoft word	• Knowledge of school procedures
Qualifications	• Grade 4 or above GCSE Maths and English • Good standard of general education, with good numeracy and literacy skills. • Willing and able to complete all learning and assessment requirements of the relevant Apprentice qualification framework.	•
Knowledge and Understanding	• Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Outlook. • Demonstrate an understanding of confidentiality and child protection issues in a school setting.	•
Requirements from confidential references	Written reference(s) only • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record.	

Personal Attributes	• Ability to provide a high level of customer service. • Ability to deal calmly, tactfully and effectively a range of people. • Ability to convey information clearly and accurately orally and in writing to a range of people. • Ability to take personal responsibility for organising day-to-day workload. • Ability to establish relationships with internal and external stakeholders. • A positive attitude with energy and commitment. • Desire to further develop the school's ethos. • Ability to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to work effectively as a member of a team. • Able to use own initiative to solve problems and respond proactively to unexpected situations. • First class communication skills on all levels. • Highly organised, motivated and enthusiastic. • High professional and personal standards • A commitment to working to strict deadlines • Willingness to play a part in the wider life of the school • Confidence, liveliness, tenacity, flexibility, adaptability and resilience.	• Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds
Other factors	• Must satisfy relevant employment checks • Car owner and driver (will be working on both school sites – Wrotham and Stansted).	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.