

Teaching Assistant & Front of House Administrator

School: Nexus School, satellite provision at Wouldham
Job Title: Teaching Assistant & Front of House Administrator
Reports to: Leader of Learning
Hours: 37 hours per week, Term Time Only
Salary Range: Kent Scheme B



JOB DESCRIPTION

Purpose of the Job:

To provide flexible classroom support across the school as a floating Teaching Assistant, working in classes where additional support is required due to staffing needs. In addition, the postholder will undertake front-of-house administrative duties for approximately four hours each day, acting as the first point of contact for visitors, parents, and external agencies while supporting the smooth operation of the school's administration function.

Roles & Responsibilities – Teaching Assistant:

- Provide classroom support across different year groups and classes as directed.
- Work flexibly as a floating Teaching Assistant, providing cover and additional support where staffing requirements arise.
- Support pupils' learning, engagement, and wellbeing within the classroom environment.
- Assist teachers in delivering planned learning activities and adapting resources where appropriate.
- Support individual pupils and small groups to achieve learning objectives.
- Promote positive behaviour and help maintain a safe, inclusive, and supportive learning environment.
- Assist with supervision during break times, educational visits, and school activities as required.
- Support pupils with additional needs in line with individual education plans and school policies.
- Contribute to the preparation and organisation of classroom resources and learning environments.
- Maintain confidentiality and safeguarding responsibilities at all times.

Roles & Responsibilities – Front of House Administrator: (Approx. 4 Hours daily)

- Act as the first point of contact for visitors, parents, carers, and external professionals.
- Welcome visitors to the school and ensure safeguarding and visitor procedures are followed.
- Answer and direct telephone calls, emails, and enquiries in a professional and courteous manner.
- Manage visitor sign-in systems and maintain accurate records.
- Support pupil attendance processes, including recording and following up absences where required.
- Assist with school communications, letters, newsletters, and administrative correspondence.
- Maintain and update pupil records and administrative databases, including updating of the Target Towers onto Evidence for Learning for the whole school.
- Support the organisation of meetings, appointments, and school events.
- Liaise with HR to support the schools booking and monitoring of agency staff.

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- Undertake filing, photocopying, scanning, raising purchase order requests, and other general administrative duties, including preparing of resources for teachers classes.
- Ensure the reception area remains welcoming, organised, and professional.

General Responsibilities:

- Adhere to all school policies, including safeguarding, health and safety, confidentiality, and data protection.
- Participate in staff meetings, training, and professional development opportunities.
- Promote the school's values and contribute positively to the school community.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Signed by Line Manager:

Date:

Signed by employee:

Date:

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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C/4 or above (or equivalent) Relevant Teaching Assistant qualification or willingness to undertake training
Experience	<ul style="list-style-type: none"> Experience working with children in an educational setting. Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible. Experience of providing administrative support in an office or customer-facing environment. Experience using Microsoft Office applications and school management systems (or similar databases).
Skills and Knowledge	<ul style="list-style-type: none"> Ability to support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Ability to assist the teacher with learning activities ensuring health and safety and good behaviour of pupils Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Ability to adapt quickly and work effectively across different classroom settings. Strong organisational and time-management skills. Ability to manage competing priorities and work independently. Professional and welcoming approach when dealing with visitors and parents. Understanding of safeguarding responsibilities within a school environment. High level of accuracy and attention to detail. Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided Ability to work to deadlines Confident telephone manner and ability to write down accurate messages Good organisational skills, gained either through a course of study or within paid or voluntary work Ability to work confidentially, keeping work-related issues and discussions in the workplace Willingness to attend training courses which help you in your current role and develop your potential for other roles Awareness of Data Protection and confidentiality issues Knowledge and understanding of safeguarding

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Personal Qualities	<ul style="list-style-type: none">• Flexible and adaptable.• Calm, professional, and approachable.• Reliable and punctual.• Team player with a positive attitude.• Committed to supporting children's learning and wellbeing.
Desirable Criteria	<ul style="list-style-type: none">• Previous experience as a Teaching Assistant.• Experience working on a school reception desk.• Knowledge of school management information systems such as SIMS, Arbor, or Bromcom.• First Aid qualification.