

Administration Assistant

Reports to: Office Manager and Headteacher

Main Purpose of the Role

To provide efficient, friendly and reliable administrative and reception support that enables the smooth running of the school office, supports staff and governors, and contributes to a safe, inclusive and nurturing environment for our pupils in line with the school's vision and values.

Key Responsibilities and Duties

- Serve as first point of contact (in person, phone, email); welcome visitors and manage enquiries professionally.
- Control site access: sign in visitors, check ID, issue passes and report security/safeguarding concerns.
- Manage the school inbox and telephone triage; forward messages and meet response-time expectations.
- Maintain MIS and paper records (admissions, contacts, medical, attendance); ensure accuracy, confidentiality and GDPR compliance.
- Monitor attendance and late arrivals; contact parents/carers and escalate safeguarding or persistent absence / late concerns.
- Process admissions, waiting lists and induction paperwork.
- Prepare and distribute letters, newsletters and routine communications that reflect the school's values.
- Collect and record parental payments; enter basic finance data and follow school financial procedures.
- Provide administrative support to staff where required, and managing the school calendar.
- Support organisation of events, parents' evenings, trips and meetings (room bookings, permissions, records).
- Maintain office equipment; report faults and arrange maintenance.
- Undertake other reasonable administrative duties as directed by Headteacher/Office Manager.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

