



Senior Administrative Assistant

JOB DESCRIPTION/PERSON SPECIFICATION

1. Post Title

Senior Administrative Assistant

2. Accountability

Responsible to the **Headteacher** through the **Business Manager**.

3. Function & Purpose

To provide a high-quality, comprehensive, and confidential support service—complementary to teaching activities—to ensure the efficient day-to-day running of the school office and to meet the published Aims of the School.

4. Key Responsibilities & General Duties

All staff are expected to:

- Work in accordance with school policies, providing excellent moral, social, spiritual, and cultural role models.
- Put the needs of the school's pupils first and actively promote an enthusiasm to learn.
- Work collaboratively as a key member of the administration team, ensuring high standards of service delivery.

General Office Administration & Communication

- **First Point of Contact:** Act as a professional and welcoming first point of contact for parents, carers, visitors, and external professionals; answer the telephone, handle reception, and manage routine enquiries.
- **Correspondence & Documentation:** Draft, word process, and proofread high-quality correspondence, agendas, minutes, and reports on behalf of the School Leadership Team (SLT). Ensure all communications are accurate, well-presented, and timely.
- **Office Management:** Maintain efficient office records (filing systems, diaries) and operate reprographic equipment.
- **School Events & Priorities:** Assist with the coordination, organisation, and administrative support for key school priorities, events, projects, school photographs, and medicals.

Admissions & Transitions

- **New Intake Preparation:** Administer and coordinate the preparation for new admissions, including processing registration forms, setting up new pupil files, and organising induction packs or transition events.

Pupil Records, Data Administration & First Aid

- **Database Management:** Assist in the maintenance and updating of pupil records, files, and databases using the school's internal management systems (**SIMS database and ParentPay system**).
- **First Aid & Pupil Welfare:** Provide first aid treatment to pupils as required, maintaining accurate accident records and administering prescribed medication in line with school policy.

Play Team & OPAL Project

- **Play Team Supervision:** Act as an active member of the **Play Team** as part of the school's **OPAL (Outdoor Play and Learning)** project.
- **Break & Lunchtime Supervision:** Supervise and facilitate high-quality, creative outdoor play experiences for pupils during breaktimes and lunchtimes, ensuring safety, inclusion, and positive behaviour.

Leadership Support & Confidentiality

- **SLT Support:** Provide confidential, efficient administrative support to the Headteacher and School Leadership Team (SLT), including managing complex diaries, appointments, and meeting schedules.
- **External Liaison:** Liaise professionally with external agencies, therapists, and local authority services.
- **Confidentiality:** Handle all sensitive information with the utmost confidentiality, discretion, and care.

Financial Administration

- **Income Collection:** Assist in the collection, checking, and banking of cash, paying particular attention to payments for school meals and school visits.
- **Financial Records:** Assist in the maintenance of financial records and budgetary control systems, specifically relating to school meals and school visits.

5. Person Specification

Qualifications & Skills

- **Excellent literacy and written communication skills** with a strong eye for detail (Essential).
- **Strong IT skills**, including proficiency in Microsoft Office and school data management systems like SIMS and ParentPay (Essential).
- **Outstanding organisational skills** and the ability to manage diaries and busy schedules effectively (Essential).
- **First Aid Qualification** (Desirable, or a willingness to undergo training).

Personal Attributes & Approach

- **Resilience:** The ability to remain calm, professional, and prioritise tasks effectively under pressure in a busy environment.

- **Mindset:** A proactive, flexible approach with a deep commitment to inclusive education and supporting positive outdoor play (OPAL).
- **Discretion:** An absolute commitment to maintaining strict data protection (GDPR) and confidentiality.

Experience

- Experience working in an administrative or school environment, or working with children during play/leisure activities (Desirable).