



Job Description

Name:

Post: Administrative Assistant

Reporting to: Admin Lead (PA to Headteacher)

Salary Scale: Grade 6

Date: September 2026

Purpose of the Job

- To support in undertaking a variety of administrative and clerical procedures to support the efficient running of the school office
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- To answer the telephone, receive visitors to the school and deal with routine enquiries
- To undertake administrative duties including record keeping, typing, ordering, photocopying, filing, and dealing with incoming and outgoing mail, including the administration of stamp monies
- To take the lead on the school meals system, including school dinners and staff lunches, liaising with classes and kitchen as needed whilst meeting the daily deadline for submission of information. Monitor lunch accounts for any arrears and chasing for payment where necessary
- To undertake pupil register administration on a daily basis
- To maintain office systems and records, including confidential items, following the school's policy concerning Data Protection and GDPR
- To use computer systems to input details, analyse and interpret data, run reports and make returns as required
- To undertake administration of the school home communication software, including texts/emails to parents and staff as required
- To assist in the administration of parent's evenings, including communications, booking, and attending where required
- To collect money and record payments for school meals, trips and events
- To liaise with other school staff, schools and outside agencies/organisations as appropriate
- To assist the Headteachers PA with photocopying and preparation of materials as requested
- To undertake administration duties associated with maintenance of stock including stationary to support the lead on this and in their absence
- The potential to provide first aid and/or welfare support to staff in support of the wider school community
- To provide assistance to the teaching staff, AHT's and DHT including photocopying and preparation of materials as requested
- To carry out any other administrative procedures or ad-hoc tasks, within the responsibility level of the post, supporting the wider Administration Team and/or as directed by the PA to the Headteacher

Responsibilities

- To support the functions of the Springwell Inclusion Partnership as appropriate and upon request

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop utilising available training resources where appropriate
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed:

Date:

Person Specification

Post: Administrative Assistant

ESSENTIAL	DESIRABLE
Qualifications	
English and Maths to GCSE Grade C or equivalent	First Aid qualification
Experience	
Experience of offering front line hospitality in a business/school environment	
Knowledge, skills and abilities	
A broad understanding of business administration and practical experience of administrative processes Ability to communicate effectively to a range of audiences, through good written and oral communication skills Ability to prioritise tasks and work to strict deadlines Knowledge of a variety of computer packages Ability to work well as a member of a team To work on own initiative & organise own workload Ability to focus on tasks at hand and multi-task Ability to deal with interruptions in the course of the working day	Ability/experience in using school computer systems (e.g. Arbor)
Equality, inclusion and safeguarding issues	
Ability to integrate equality policies into service delivery Commitment to safeguarding Responsible for following the school's health & safety policy, practices and procedures Awareness of and commitment to confidentiality	
Personal Qualities	
Willingness to undertake both formal and informal training Participate in whole school developments	