Tweseldown Infant School – Administrative Assistant –Maternity Cover

**Closing Date: Friday 16th May 2025**

**Interview Date(s): Wednesday 21st May 2025**

**Job Start Date: 3rd September 2025**

**Contract/Hours: Monday – Friday (8:15am – 4:15pm with 1/2 hour unpaid lunch)**

**Salary Type:** Support Staff

**Salary Details: B Grade**

**Hours of Work: 5 days a week, 35** hours a week, 39 weeks term time including INSET days

**Job/Person Summary**

Tweseldown Infant School is looking to appoint a well organised and efficient administrative assistant to join and support our busy office team. We are ideally looking for a highly motivated individual who can fulfil the following key roles within the admin team.

The successful candidate will be responsible for:

* Day to day management of the school’s marketing channels
* Updating and creating content for the school website
* Responsibility of the School’s social media – Updating the school’s Facebook page and providing key information for parents/carers
* Creating school brochures and leaflets throughout the school year (i.e Christmas Performances/Parent Information Booklets etc.)
* Writing and producing school letters
* Overall management of the school’s Single Central Register (SCR) and Disclosure and Baring Service checks (DBS)
* Regularly updating information on the SCR
* Submission and processing of DBS’s
* Referencing
* Staff training spreadsheet - maintain and continually update
* Census – generate and complete the schools census information and submitting this to Hampshire (this is completed 3 times a year)
* Producing and collating Survey Monkeys
* Create Parent surveys
* Create Staff surveys
* Curriculum Overviews
* Issue curriculum overviews to parents and publish on the school’s website
* Pupil Reports
* Generate pupil reports – Formatting, printing and collating report information for parents within the provided timeframes.
* Regularly Maintain the school’s Staff Handbook
* Ensure the staff handbook is kept up to date
* Provide for all new starters

Other Admin duties:

* Exclusions – create the relevant paperwork when required by the Headteacher
* Collate and submit Incident forms on the system
* Request Food Bank Vouchers for families in need
* First Aid – Pupils First aid (training can be provided)
* Assist with Contractors (Telephony/IT/Photocopiers/NHS/Caterers)
* General office duties, to ensure the smooth running of the office (answer telephone calls, parental assistance, escort children to class)
* Provide assistance in the absence of other admin members
* Any other adhoc duties

The key attributes we are ideally looking for is someone who:

* works as part of a team but also happy to work independently
* Ability to work productively, efficiently and maintain deadlines
* Is friendly and approachable
* Is confident in dealing with a diverse range of people including pupils, teachers, parents etc.
* Is able to produce and process a range of documentation for the Head teacher, staff or other members of the admin team, sometimes on a short turnaround
* Proficient ICT skills including Microsoft Office, Excel, Word & Publisher
* Be creative
* General day to day administration
* Time management and effective working
* Can work well under pressure

Training and induction will be provided.

We offer

* A friendly, supportive office team
* A great opportunity to learn new skills and develop on a personal level
* A genuinely happy school atmosphere

An application form can be sent via email, please contact the school office email or telephone to request an application pack.

This job description may be amended at any point in consultation with the post holder.