

JOB DESCRIPTION

POST TITLE: Administrative Assistant (job share with existing role holder)

REPORTING TO: School Business Manager

HOURS OF WORK: Thursday & Friday, 8am – 4pm (30-minute unpaid lunch break), term time only

SALARY: £30120 pro rata (NJC Scale 5); £11,190 for 15 hours per week, TTO

CONTRACT: permanent

START DATE: September 2025

PURPOSE OF THE JOB;

To provide a welcoming and efficient reception and front office service.

To provide necessary administrative and support service across the school as part of the School Admin team.

Main Duties

Reception first contact

Providing a warm welcome to all;

Dealing with telephone and face to face enquiries in an efficient and professional manner;

Ensuring that all emails and other messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly;

Dealing with incoming and outgoing post;

Maintaining the security and safeguarding of the school by ensuring the completion of relevant entrance procedures (e.g. signing in, issuing of identification badges).

Administrative

Administering the school registers morning and afternoon in the School's Management Information System, Arbor. Contacting parents of unknown pupil absentees and documenting attendance information;

Attending attendance meetings as a member of the attendance team; taking notes as required;

Placing orders, checking delivered goods and monitoring paperwork;

Updating the school's lunch records on Google Drive, and liaising with the chef regarding any changes to numbers (e.g. trips);

Assisting the Business Manager in the administration of After School Clubs, including parent queries;

General administrative duties such as photocopying, filing, emailing, telephoning and completion of routine forms. This could be directly supporting the Headteacher, School Office Manager or School Business Manager.

First Aid and Medication Administration

Working with the School Office Manager to create and update Care Plans for children with medical needs; communicating with relevant staff;
Updating allergy and asthma records;
Preparing RIDDOR reports as required;
Arranging First Aid training for staff as required, and maintaining training records;
Ensuring that First Aid notices and boxes in the school premises are up to date, ordering first aid items as necessary.

Finance

Entering invoices into the school's finance system, Access; ensuring that invoices have been properly authorised according to the School's Scheme of Delegation;
Administering credit card documentation; ensuring that transactions have been properly authorised according to the School's Scheme of Delegation;
Creating a monthly reconciliation of the credit card statement;
Administering parents' childcare vouchers and Tax-Free Childcare payments for Kids' Club, Breakfast Club and After School Clubs; updating records in the School's parental payment system, School Money;
Chasing parental debts associated with Kids' Club, Breakfast Club and After School Clubs.

Other duties

Undertaking any other reasonable duties as determined by the School Office Manager, Business Manager and Head Teacher.

PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	Essential	Desirable
Maths & English qualifications equivalent to GCSE (grades A* to C or 9 - 4) (or by test).	YES	
At least two A Levels at grades A* to D.	YES	
Excellent IT skills in Word and Excel.	YES	
Strong telephone, verbal and written communication skills in English.	YES	
First rate organisational and time management skills.	YES	
Ability and willingness to work as part of a team.	YES	
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	YES	
Strong understanding of safeguarding and confidentiality	YES	
Experience of working in a School Office.		YES
Experience of working with educational finance software (e.g. FMS or Arbor).		YES
Experience of working with an educational MIS (e.g. Arbor, SIMS).		YES
Experience of working with Google software (Sheets / Forms etc).		YES
Experience of working with other educational software (e.g. School Money,		YES