**Job Description**

**Job Title:** Administration Assistant

37 hours per week, 39-52 weeks per year (weeks are negotiable).

**Responsible to:** Administration Officer

**Responsible for:** None

**Salary Scale:** C (point 5-6), £25583.00 to £25989.00 pro rata

**Core Purpose of the role:**

To provide efficient and effective administrative, clerical and reception service.

The Administration Assistant will work closely with the Administrator to maintain high standards of professionalism, organisation and operational efficiency.

**Specific Responsibilities:**

**Reception and Communication**

* Act as the first point of contact for parents, carers, and visitors arriving at the school, providing an efficient and effective reception service.
* Provide exceptional customer service and manage communication between external and internal stakeholders, including parents and pupils.
* Ensure all security and safeguarding protocols are clearly communicated to and understood by all visitors to the school.
* Monitor and manage the signing in and out process for all visitors and staff.

**Administration**

* To provide an efficient and effective administration service, supporting the operation and effectiveness of your assigned school through the administrative role.
* Administer the full student induction process, including creating school records, generating Pupil Electronic Files (PEFs), registering students on Arbor, taking photographs, processing Free School Meal (FSM) applications, and managing travel details.
* Update pupil records (Pupil On Roll system), ensuring accuracy and compliance.
* Create and update timetables under direction from the Senior Leadership Team.
* Prepare essential paperwork for pupil reintegration, student induction, and student exclusions.
* Prepare and issue official attendance letters for pupils ensuring accuracy and timely dispatch.
* Update appropriate Local Authorities or any other external agents for LAC attendance.
* Mark accurate vocational registers.
* Organise all transport arrangements for pupils.
* Provide comprehensive Special Educational Needs (SEND) administration support.
* Serve as the Exams Administrator as directed by the Exam officer.
* Provide EFS administration support.
* Ensure the recording and updating of risk assessments.
* Maintain staff induction logs.
* Record and log all Continuing Professional Development (CPD) activities, including twilight registers and records.
* Keep records of staff driving and vehicle details up to date.
* Book and coordinate training for staff.
* Maintain an up-to-date and accurate inventory of stock, including food and uniform supplies, place orders where requested, subject to budget holder approval.

**Culture and Ethos**

* Promote a culture of high expectations, ensuring all administrative functions support pupils, staff, and leadership teams.
* Work with school leaders to embed a culture of efficiency, professionalism, and continuous improvement.
* Foster an environment where staff feel valued, supported, and empowered to perform at their best.
* Support HR processes, ensuring adherence to safer recruitment protocols and GDPR.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.

**Person Specification**

**Qualifications**

Essential:

* GCSE (or equivalent) C Grade in English and Maths.

Desirable:

* Safeguarding Training level 2 (or equivalent).
* GDPR or Data Protection Training
* SEND Knowledge.

**Experience**

Desirable:

* Experience in office administration and computer data bases input and retrieval.
* Ability to handle confidential information, establish and maintain filing systems.
* Production of reports as required for a variety of recipients.
* Reception duties and contact with public, parents and other professionals.

**Skills and Knowledge**

Essential:

* Ability to use ICT effectively, have a strong understanding of administration functions.
* Efficient administrative skills, prioritise workloads and have excellent customer service skills, telephone and face to face.
* Good Literacy skills.

Desirable:

* Knowledge and awareness of AI.

**Personal Attributes**

Essential:

* Professional and discreet, able to handle sensitive information with confidentiality and integrity.
* Proactive and solution focused, with the ability to work independently and as part of a team.
* Resilient and adaptable, able to work in a fast paced and evolving environment.
* Strong leadership qualities, with the ability to manage and support administrative staff.
* Committed to professional development, with a passion for maximising efficiency and effectiveness of systems and processes.

Issued by:                                                                                 Received by:

Head Teacher                                                                           Post Holder

Date                                                                                          Date