

Job Title:	Administrative Assistant	Job Category:	Support
Department/Group:	Administration	Location:	Any Office
Level/Salary Range:	Level 2 A		
Reports to:	Business Support Manager	Weeks per year:	Term time only + INSET days
Job Purpose			
To provide high-quality, responsive and flexible administrative support across Academy operations, ensuring efficient day-to-day administration and delivering a professional service to pupils, families, staff and visitors.			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> ● Provide reception and front-of-house support, welcoming visitors and responding to enquiries from parents, staff and external stakeholders. ● Provide administrative support across the Academy using Microsoft Office, Google Workspace, Arbor and other relevant systems. ● Manage telephone enquiries, directing calls and taking accurate messages. ● Act as a first point of contact for parents and coordinate appointments and communications. ● Prepare, draft and distribute correspondence, emails and academy communications. ● Order supplies, receive deliveries, maintain stock records and coordinate central stores. ● Organisation of school trips, including booking coaches, accommodation and venues. ● Administration work in connection with the admissions and attendance pupils and pupil transfers - including early years settings. ● Maintain accurate pupil and parental records within Arbor. ● Provide first aid support to pupils/staff and support emergency and evacuation procedures. ● Running the termly Census, checking funded, extended and paid hours for EY, resolving any errors or queries, inputting data such as FSM and suspensions. ● Create and maintain the school timetable on Arbor as required. ● Prepare the academic year roll-up on Arbor and provide staff and pupils with timetables as appropriate. ● Coordinate administration of Parents' Evenings and update academy calendars and website. ● Administration of the cashless catering system as and when required. ● Provide HR administrative support including recruitment administration, onboarding, personnel records and confidential documentation. ● Manage assessment data within Arbor and other relevant systems, ensuring records are accurate, reliable and maintained effectively. ● Produce, distribute and analyse assessment information to monitor pupil progress, identify trends and support comparison against internal and national benchmarks. ● To manage the administration of all statutory tests and data submissions, ensuring that statutory information is prepared, validated and sent to the Department for Education at the appropriate points. ● Covering for other team members and assisting others during busy times. ● Maintain confidentiality and comply with safeguarding, GDPR and academy procedures. ● Undertake training and other duties requested by BSM or SLT 			

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> GCSE English at grade A – C or equivalent 	<ul style="list-style-type: none"> Secretarial/Administration/Business qualification

Experience

Essential	Desired
<ul style="list-style-type: none"> Previous administration experience in an office environment High level of experience of Microsoft office and Google Workspace 	<ul style="list-style-type: none"> Previous experience working in a school office environment Knowledge of Arbor

Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> Accurate and fast typing skills ICT literacy to meet the requirements of the Job Description Excellent interpersonal skills Excellent organisation skills Ability to work as part of a team and to use initiative when required Ability to cope with conflicting demands, deadlines and interruptions Ability to maintain confidentiality at all times The ability to work to tight deadlines. Resilience and a sense of humour when working under pressure. Willingness to be flexible Willingness to undertake further training as appropriate Willingness to undertake First Aid training 	<ul style="list-style-type: none"> Current First Aid Certificate