

<b>JOB DESCRIPTION</b>		
<b>Post Title:</b>  Administrative Assistant – Temporary 1 year contract	<b>Grade:</b>	Scale 3 (pro-rata)
<b>Department</b>  Ranelagh Primary	<b>Date</b>	September 2026
<b>Responsible to:</b> Office Manager / Head of School / Executive Head		
<b>Responsible for:</b> No supervisory responsibility		
<b>Hours per week:</b> 36		
<b>Weeks per year:</b> 39		

### **MAIN PURPOSE OF THE JOB**

Responsible for supporting with the school reception service, and the administration (general office) function, including:

1. The smooth running of the administration office.
2. Providing admin support to the Headteacher, SLT and SMT, where required.  
The provision of a professional, efficient and flexible high quality reception service.
3. Promoting the development and use of computer aided administration within the school, ensuring that all records are kept accurately and comply with the requirements of GDPR.
4. Dealing with internal and external queries in an efficient, effective and polite manner.
5. A variety of administrative processes and procedures, developing them as necessary.

### **DUTIES & RESPONSIBILITIES**

#### **Administration**

1. To support in answering the telephone, providing a courteous and efficient response to callers receiving and giving messages on behalf of other members of staff
2. To support with responding to parents through the school's electronic messaging service

1. To carry out general word processing, including letters, reports, and minutes as required
2. To take minutes for meetings if required
3. To work alongside SMT/SLT to support with paperwork and reports as required
4. To support with Booking Admin, liaising with the Trust lead and supporting with managing training/room booking as required
5. To assist with the management with the school's MIS, Arbor
6. To support the school in the management of children's attendance in line with TTLT expectations and procedures
7. To work alongside the Admin team to maintain the extended schools database, including liaising with parents, supervising children collected late and informing Leadership Team of any concerns
8. Such other duties within the competence of the postholder which may reasonably be required from time to time.

### **General**

9. To ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
  10. To comply with the school's Equal Opportunities, Child Protection, Confidentiality, GDPR, Security and other policies & procedures, assisting with their development and promotion within the school, reporting all concerns to an appropriate person.
  11. Undertaking additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.
  12. This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.
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### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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**Signed**

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**Postholder**

**Date**

\_\_\_\_\_

**Signed**

\_\_\_\_\_

**Head teacher**

**Date**

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### **IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

<b>Administrative Assistant CRITERIA</b>		Essential/ Desirable	<b>METHOD OF ASSESSMENT</b>
<b>Knowledge</b>	A sound knowledge of computer databases and spreadsheets.	E	Application Form / Interview
	Good working knowledge of databases, including Arbor	D	Application Form / Interview
	Working knowledge of GDPR legislation.	D	Application Form / Interview
<b>Qualifications &amp; Experience</b>	Experience of working in a school environment.	D	Application Form / Interview
	Excellent IT skills including Word, EXCEL, email and the internet.	E	Application Form / Interview
	Highly developed organisational skills.	E	Application Form / Interview
	Experience in the use of electronic data transmission.	D	Application Form / Interview
	Sound organisational skills	E	Application Form / Interview
<b>Leadership and Management Framework</b>	Accurate fast word processing skills.	E	Application Form / Interview
	Excellent literacy and numeracy skills.	E	Application Form / Interview
	Ability to work independently and to take initiative when appropriate.	E	Application Form / Interview
	Ability to pay close attention to detail.	E	Application Form / Interview
	Good written skills to draft routine reports and correspondence and take accurate messages or notes at meetings.	E	Application Form / Interview
	Sound time management skills, including ability to determine priorities and deal with conflicting deadlines.	E	Application Form / Interview
	Ability to maintain effective and accurate records.	E	Application Form / Interview
	Ability to work under pressure in the school environment (including as part of the administrative team).	E	Application Form / Interview
	Ability to set and work to agreed targets and work schedules.	D	Application Form / Interview

	Ability to work pro-actively to achieve efficiency and effectiveness within a team of staff.	D	Application Form / Interview
	Resourcefulness, enthusiasm and flexibility.	D	Application Form / Interview
	<b><u>Engaging With Others</u></b> Excellent interpersonal skills and communication skills to deal with staff, pupils, Local Authority staff, Governors and outside agencies, including the ability to promote the image of the school.	E	Application Form / Interview
	An understanding of the necessity for maintaining strict confidentiality, where appropriate.	E	Application Form / Interview
	<b><u>Valuing Diversity</u></b> Experience, or empathy with, working in a multicultural environment	E	Application Form / Interview
	<b><u>Learning Effectively</u></b> IT literate and willing to undertake further training as required.	E	Application Form / Interview
	A commitment to continuous professional development.	E	Application Form / Interview
	This position requires a DBS certificate	E	Application Form / Interview

## **EQUALITY & DIVERSITY:**

Curwen Primary School is an Equal Opportunity Employer

As a school, we are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately