LITTLE LEIGH
Primary School

ADMINISTRATION ASSISTANT

Little Leigh Primary School

Grade 5

SCP 7 – SCP 11

Job Description & Person Specification

Job Description

Reporting to

Headteacher

Purpose of the role

To provide a professional and efficient administrative service within the school office, supporting the smooth day-to-day operation of administrative and reception duties.

Main responsibilities

1. To act as the first point of contact for all enquiries received by the school, providing a welcoming, professional and efficient service.
2. To respond professionally and efficiently to parent, staff and stakeholder enquiries via telephone, email and face-to-face interactions.
3. To ensure all enquiries are directed promptly to the appropriate member of staff for resolution and follow-up.
4. To liaise with parents on an ad hoc basis, responding to queries and providing information in a professional and timely manner.
5. To provide administrative support to teaching staff, including photocopying, printing and the management of stationary supplies.
6. To manage the administration of school trips and educational visits, ensuring all documentation, communications and processes are completed accurately and within required timescales.
7. To raise and process purchase requisitions on the finance system, ensuring accuracy, appropriate authorisation and compliance with school financial procedures.

8. To maintain and manage accurate staff absence records, ensuring data is recorded, monitored and reported in a timely manner.
9. The postholder must be able to effectively manage multiple priorities within a fast-paced environment, demonstrating resilience and organisational skills required to complete tasks accurately and efficiently.
10. The postholder should work collaboratively as part of the office team and build positive working relationships with colleagues across the wider school and leadership team.
11. The postholder will play a vital role in supporting children, families and staff, helping to create a welcoming, efficient and positive environment across the school.
12. It is essential that the postholder has a strong customer service focus and a positive, proactive attitude, together with a warm, approachable, supportive and helpful manner.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
Relevant Qualification	✓	
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Experience		
Proven experience of working in a busy school office setting	✓	
Experience of providing excellent customer service		✓
Experience of maintaining accurate records and managing administrative processes		✓
Experience of handling confidential and sensitive information		✓
Experience of using school management information systems such as Arbor and ParentPay	✓	
Experience of using Microsoft Office applications, including Word, Outlook and Excel		✓
Experience of liaising with parents, pupils, staff and external agencies	✓	
Knowledge & Skills		
Excellent organisation and administrative skills		✓
Ability to multitask and prioritise workload		✓
Excellent personal and communication skills		✓
Understanding of the importance of data protection including GDPR		✓
Strong IT and data entry skills		✓
Ability to work independently and use initiative while also contributing effectively to a team		✓
Understanding of safeguarding responsibilities and the importance of promoting the welfare of children		✓
Ability to maintain discretion and confidentiality at all times		✓
Attributes		
Professional, friendly and approachable		✓
Positive and proactive		✓
Reliable, trustworthy and dependable		✓
Ability to remain calm and professional under pressure		✓
Flexible and adaptable to changing priorities and demands		✓
Excellent attention to detail		✓
Enthusiastic and keen to learn new skills		✓
Customer service focused		✓
Patient and respectful when dealing with children, parents, staff and visitors		✓