



## **Administration Assistant Job Description**

**Job title:** Admin Assistant  
**Reports to:** School Business Manager

### **Job Purpose**

The Admin Assistant will provide efficient and effective administrative support primarily to the School Business Manager but also to other members of the school leadership team. The main purpose is to handle processes and data management relating to HR and compliance but the job will include a wide variety of administrative and practical tasks supporting the efficient running of the school.

This role offers the chance to be part of a friendly, supportive team in a nurturing school environment, with significant opportunities for professional growth and development.

### **Key Responsibilities**

#### **1. Administrative Support**

- Provide comprehensive administrative support to the School Business Manager and other leadership team members as required.
- Maintain accurate records, data entry, and filing systems in accordance with data protection procedures.
- Assist with the preparation of reports, correspondence, and documents.
- Support processes relating to recruitment, payroll, visitor management, health & safety, first aid cover, safeguarding, staff training, compliance and other school business areas.
- Liaise with school contractors such as cleaning, catering, IT & photocopier support and with external users of the school such as after-school clubs and lettings.
- Confidently use the school's IT systems, including Microsoft Office, MIS, and other relevant software.
- Support the implementation of IT-based initiatives for administration and record-keeping.
- Support with content management on the school website.
- Work with the office team to ensure the smooth running of the school's daily operations.
- Answer telephone calls, respond to emails, and greet visitors in a professional and friendly manner.

#### **2. General Support to School Staff & Pupils**

- Help school staff with very basic IT troubleshooting before calling in our IT support service.
- Signpost staff to relevant policies, guidance and support.
- Act as a qualified first aider, administering first aid to staff and students as needed.
- Take on the role of Fire Marshall, ensuring all safety protocols are followed in the event of an emergency.
- Occasionally assist with playground and dining hall supervision to ensure student safety and wellbeing.

#### **3. General Duties**

- To participate in training and other learning activities as part of and in addition to the performance management process, as is required or deemed necessary

- To be conversant and comply with all Trust and local academy policies, with particular regard to child protection, safer recruitment, health and safety, finance and equalities, reporting all concerns immediately to the appropriately designated person.
- Maintain confidentiality in all aspects of the role.

In all of these duties, the admin assistant will be aware and supportive of the Academy's Christian ethos, aims and values.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The academy is an equal opportunities employer and welcomes applicants from all sections of the community.

St James CE Primary Academy and the Diocese of Chichester Academy Trust, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Signed.....

Date.....

Print Name.....

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## **Person Specification**

### **Qualifications and Experience:**

- Minimum of GCSEs (or equivalent) in English and Maths.
- Experience in an administrative or office-based role.
- Strong IT skills, including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience working in a school or educational environment (desirable).

### **Skills and Competencies:**

- Excellent organisational skills and attention to detail.
- Ability to manage multiple tasks and prioritise workloads effectively.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work confidently and effectively in a team as well as independently.
- Ability to work under pressure and meet deadlines.

### **Personal Attributes:**

- Professional, friendly, and approachable manner.
- Ability to maintain confidentiality and handle sensitive information.
- A commitment to safeguarding and promoting the welfare of children.
- Willingness to take part in first aid, fire marshal, and supervision duties.
- Willingness to engage in ongoing professional development.

### **Additional Requirements:**

- Flexibility to occasionally work outside normal working hours if required.
- A commitment to the ethos and values of a Church of England school.