

School Administration Assistant: **Job Description and Person Specification**

Job Description

Post: School Administration Assistant

Salary Scale: 5

Location: Marston Montgomery Primary School and Long Lane Church of England Primary School

Responsible to: School Business Officer and Headteacher

Hours per week: 10 hours per week, across 3 mornings

Weeks per year: Term Time Only (40 weeks per year), 1 week in the summer holiday

We are seeking a reliable, proactive and organised School Business Assistant to support the smooth running of administrative operations across both of our schools. This is a varied role, requiring flexibility, attention to detail and a friendly, professional manner when dealing with staff, pupils, parents and external partners. Confidentiality is a requirement of this role at all times.

Key Responsibilities:

- Complete administration tasks related to the school's cashless system, ensuring accuracy and timely updates.
- Update and review the school websites regularly to ensure content is current and accurate.
- Answer the telephone and greet visitors, providing a welcoming and professional front-of-house service.
- Manage Cool Milk orders and maintain the school calendar.
- Create and publish engaging content on the schools' social media platforms.
- Raise purchase requisitions and process to good receipt note stage as required. Occasionally obtaining quotations and dealing with purchasing queries.
- Regularly update and organise children's information folders.
- Update student data on Arbor, the school management information system and check registers weekly for accuracy.
- File and analyse first aid forms and refill first aid kits as required. Complete Pediatric First Aid Training.
- Carry out additional administration tasks as requested, including but not limited to making phone calls, dealing with emails, producing letters to parents, photocopying, for example.
- Carry out paperwork and computer-based document filing as required.
- To receive and process incoming and outgoing mail.
- Respond to basic enquiries and refer more complex enquiries to the appropriate person in a timely manner.
- Take messages as necessary, ensuring they are recorded accurately and passed to the recipient in a timely manner.
- To work in accordance with school and DDAT policies, procedures and relevant legislation/regulations, with particular reference to Safeguarding.



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- Support the School Business Officer in keeping the MIS up to date and preparing data for the termly school census returns.
- Support teaching staff planning school trips.
- Occasionally, particularly during one designated week in the summer term: prepare and print exercise book labels, block book coaches, and update website calendars.

JD Signed

Name.....

Date.....

Signature

 The Acorn Partnership Waters Margaret Primary School Lancaster OJ, Primary School	<u>School Administration Assistant:</u> <u>Job Description and Person Specification</u>
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Person Specification

Criteria	Essential	Desirable
Qualifications	GCSEs (or equivalent) in English and Maths Pediatric first aid training or willingness to complete this	Administration-related qualification
Experience	Experience working in a busy office or school environment	Experience with Arbor, ParentPay, and website platforms
IT Skills	Proficient in Microsoft Office and comfortable using web-based platforms	Experience with school MIS and social media marketing tools
Communication	Excellent verbal and written communication skills	Experience engaging with parents/carers and external agencies
Organisation	Strong organisational and time-management skills	Ability to prioritise tasks and meet deadlines efficiently
Interpersonal Skills	Friendly, approachable, and confident	Works well within a team setting
	Accuracy and attention to detail	
Flexibility	Willingness to adapt across different school settings	
Confidentiality	Ability to maintain strict confidentiality regarding all sensitive information encountered during work	
Safeguarding	A commitment to promoting the safeguarding of children	
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, staff and the wider community	

Additional Information

- A DBS (Disclosure and Barring Service) check will be required.
- Training will be provided for school-specific systems (e.g. Arbor, ParentPay).
- The role involves working across two school sites.