

ST. PHILIP'S C.E. PRIMARY SCHOOL
JOB DESCRIPTION – ADMINISTRATION ASSISTANT

1. INTRODUCTION

Name of Postholder: _____

Job Title: Administration Assistant

Job Purpose: A school administrator manages the day-to-day clerical, operational, and financial functions of a school office. They serve as the main connection between staff, students, and parents, ensuring the school day runs safely, compliantly, and efficiently.

Line Management: School Business Manager

Liaising With: Headteacher, Senior Leadership Team, Line Manager, Class Teachers and other support staff and Parents.

Salary Scale: G3

Working Time: 32.5 hours per week

DBS Disclosure Level: Enhanced

2. SCHOOL ETHOS

- Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- Provide Religious Education in accordance with the agreed syllabus.
- Promote the school and celebrate its success at every opportunity.

3. GENERAL ADMINISTRATION & RECEPTION

- Act as the first point of contact for visitors, parents, and staff—both in person and over the phone.
- Manage the school's signing-in and safeguarding procedures for all guests and contractors.
- Handle general office correspondence, including emails, post, and drafting school letters or newsletters.
- Coordinate meetings, manage booking calendars, assist with hospitality.
- Provide admin support for the Senior Leadership Team.
- Be a trained first aider for the school.

4. PUPIL SUPPORT & ATTENDANCE

- Monitor day-to-day pupil attendance, handle absence reporting, and investigate unauthorised absences and submitting EPN's.
- Manage admissions processes, including and in-year transfers.
- Maintain and update student records and care plans using school Arbor database systems

5. FINANCE & RESOURCE MANAGEMENT

- Monitor and order school supplies, stationery, and educational resources within an agreed budget.
- Process income and expenditure on the school's Arbor finance system.
- Assist in organising school trips (e.g. booking transport and venues and organising lunches).

6. SUPPORT FOR THE SCHOOL

- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with all stakeholders.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- Engage actively with the annual Appraisal process, in accordance with the school's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.

8. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Administration Assistant)

Signed
(Headteacher)

Dated

Dated