



Harrietsham Church of England Primary School

Admin Assistant

Job Description

Job details

Salary: KSB

Hours: 30 hours, 38 weeks per school year

Contract type: Part Time, Term Time, Permanent

Reporting to: Business Lead

Main purpose

To provide an efficient, welcoming and organised front-office and administrative service, supporting the day-to-day operation of the school and effective communication with pupils, parents, visitors and staff.

Duties and responsibilities

Front Desk and Office Administration

- Receive and appropriately direct incoming telephone calls.
- Respond to front-desk enquiries in a welcoming, helpful and professional manner.
- Monitor the school office email inbox, deleting junk mail and forwarding appropriate messages to the relevant person with a suitable forwarding message.
- Maintain relevant office folders and records so that they remain accurate and up to date.
- Maintain supplies of paper copies held by the office front desk.
- Monitor, administer and record prescribed medication for pupil in line with school policies and procedures.

Visitors, Contractors and DBS Administration

- Manage reception and recording arrangements for visitors and contractors.
- Collect copies of DBS certificates and photographic ID where appropriate.
- Record the date on photocopies of supply staff DBS documentation in accordance with school procedures.

School Correspondence and Communications

- Prepare and send whole-school or year-group correspondence on behalf of teachers, including letters and the relevant message in the email body.
- Support communications relating to trips, swimming and other school activities.
- Create weekly newsletters alongside Headteacher and distribute.

Website, Social Media and Marketing

- Managing school website, ensure statutory compliance is maintained. Regularly review and updating as required, advising colleagues which elements require updating.
- Managing and update school social media and other marketing materials, including the school prospectus.

Clubs

- Liaise with teachers each term to collate club information, including days, times, year groups and maximum numbers.
- Add club information to Arbor and communicate arrangements to parents using the appropriate template correspondence.
- Liaising with PE Lead to arrange External Clubs, ensuring all statutory information is provided, such as DBS checks, insurance etc.

Parents' Evenings

- Add parents' evening arrangements to Arbor, including notices.
- Inform parents of parents' evening arrangements by email.

School Calendar and Diary

- Regularly review the whole-school calendar and remain familiar with upcoming dates and events each week and term, ensuring these are added to Parent Calendar on Website.
- Record key events including trips, visits, weekly activities, celebration worship, swimming, workshops and other important school dates.

General Responsibilities

- Carry out duties in accordance with school policies and agreed administrative procedures.
- Maintain confidentiality when handling pupil, parent and staff information.
- Communicate professionally and courteously with pupils, parents, staff, visitors and external contacts.
- Maintain accurate records and ensure information is passed to the appropriate colleague when required.
- Undertake other reasonable administrative duties consistent with the role and the needs of the school.

Safeguarding and Confidentiality

The post holder is expected to uphold the school's safeguarding, confidentiality, health and safety and data-handling procedures at all times. Duties involving pupil information, medical information, visitors and DBS documentation must be undertaken in accordance with the school's current policies and procedures.

Person specification: Admin Assistant

CRITERIA	QUALITIES
Qualifications and training	➤ GSCE education to include English Language and Maths (or equivalent).
Experience	➤ Experience of working with children or young people is desirable. ➤ Experience of reception work is desirable.
Skills and knowledge	➤ Organised and able to manage and prioritise own workload. ➤ Expert knowledge of marketing, social media platforms is desirable. ➤ Excellent attention to detail. ➤ Previous use of Management Information Systems (Arbor or equivalent). ➤ Excellent communication and interpersonal skills. ➤ Ability to build effective working relationships with staff and other stakeholders. ➤ Understanding data protection and confidentiality.
Personal qualities	➤ Commitment to promoting the Christian ethos and values of the school and to achieving the best outcomes for all pupils. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to always maintaining confidentiality. ➤ Commitment to safeguarding and equality. ➤ Ability to embrace change well. ➤ Ability to deal with difficult situations effectively.

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Admin Assistant will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Business Lead or Headteacher.

This job description may be amended at any time in consultation with the postholder.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.