

Job Description and Person Specification

Job title	Administrative Assistant
Reports to	Office Manager
Contract	Permanent
School	The Gatwick School
Location	23 Gatwick Road, Crawley, West Sussex, RH10 9TP, or any other location within a reasonable distance from the school at which examinations may be taking place
Grade	West Sussex NJC Pay Scale; Grade 7, Point 14 pro rated
Hours	Part time (21 HRS/week, to be worked 7 hours over 3 days, plus a 30 min unpaid break each day)

Job description

Role Purpose

The Administrative Assistant provides essential organisational support to the school office. This role is pivotal in ensuring the smooth daily operation of the school, maintaining effective communication with staff, students, and parents, and supporting the administration with a range of duties.

Administration Duties:

- Maintain student records, attendance logs, and confidential files.
- Schedule appointments, meetings, and manage calendars for school administrators.
- Prepare correspondence, memos, reports, and other documents as requested.
- Process incoming and outgoing mail and email communications.
- Order, receive, and maintain inventory of office and school supplies.
- Support teachers and staff with administrative requests (e.g., photocopying, document formatting).
- Assist with enrolment, registration, and withdrawal of students.
- Perform data entry and maintain databases (e.g., attendance, emergency contact lists).

Reception Cover

- Greet and assist students, parents, staff, and visitors in a professional and friendly manner providing a friendly, calm and efficient reception service for the school,
- Deal with all enquiries, on the telephone, via email and in person, promptly and courteously
- Maintain an efficient, presentable and pleasant Reception area
- Answer all incoming calls and emails, both internal and external, redirecting/taking messages/providing relevant information as necessary and acting on instructions received, relaying messages to staff and pupils
- Receive all visitors and ensure they sign in and out in accordance with the school's procedures and are aware of safeguarding and emergency procedures whilst on site

- Receive all goods delivered, following school processes, and liaising with the colleague placing order on redirection of goods

First Aid

- Be an appointed First Aider, assisting with visitors, staff and pupil first aid/welfare duties
- Update the Medical Tracker with pupil/staff information and monitor the system to ensure all incidents are being logged
- Complete accident reports as required
- Maintain and monitor and medicine administration tracker for those pupils who take medication in school
- Ensure that an adequate stock of first aid consumables (including PPE) is available at all times, in all first aid boxes, and order as required
- Keep off site first aid kits stocked and ready for issue as necessary for trips, fixtures, offsite activities and offsite lessons
- Provide lists of pupils with IHCPs for trips, fixtures, offsite activities and offsite lessons
- Ensure that all pupils' medication in school is kept securely in a clearly labelled box and that medication is within its expiry date
- Ensure that the Medical Room is kept tidy and fit for purpose at all times

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Management Information Systems

- Support use of the school's Management Information System to provide relevant internal and external data and communications, as required
- Ensure pupil information lists and records are maintained for appropriate groups, e.g., Free School Meals, Pupil Premium and SEN
- Oversee the schools admissions process (including in year admissions and leavers), in collaboration with the data manager and other school staff

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- Be alert to unknown individuals on school premises, reporting any concerns in line with procedures
- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy

- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
 - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	GCSE level 4 or above in English and Maths, or equivalent	E	C
	NVQ Level 2 in a relevant subject, or equivalent	D	A
	First aid trained, or willingness to become so	E	C/I
Experience	Previous experience of reception work	E	A
	Previous experience of undertaking a range of administrative duties	E	A
	Experience of working in a school environment	D	A
	Experience of establishing positive relationships with young people and families in diverse communities	D	I
	Experience of working as part of a team	E	I
Skills and abilities	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Excellent numerical skills, to undertake a variety of tasks, e.g. collecting monies and maintaining accounts for school activities	E	I
	Ability to communicate effectively with parents, carers and other professionals, both verbally and in writing	E	I
	Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I

	Working knowledge of school management information systems	D	I
Attributes	Warm, friendly and professional manner	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I