



THE FRIARY SCHOOL

Job Description: Administrative Assistant	Grade: 3 SCP 4 FTE £24,404 (Full Time Equivalent) Pro Rata Annul Salary £12,822	Date: September 2025
Hours of work:	22.5 Hours per week Monday - Friday 9:30am to 2:00pm (Open to discussions around start & finish times) Term Time (39 weeks per year) Permanent	
Responsible to:	Office Manager & School Manager	

Statement of Purpose

To work under the direction and guidance of the Office Manager & School Manager to provide administrative support to the school.

Support for Administration

- Handle incoming calls, emails, and correspondence professionally.
- Maintain student records and update databases (e.g., SIMS or other MIS systems).
- Prepare letters, reports, and other documents as required.
- Assist with pupil welfare duties; liaise with parents/staff etc
- Assist with the organisation of school events, trips, and meetings.
- Manage filing systems and ensure confidentiality of sensitive information.
- Greet visitors, parents, and students in a friendly and professional manner.
- Ensure safeguarding procedures are followed for all visitors.
- Manage the signing-in system and issue visitor passes.
- Attendance and Pupil Records
- Monitor daily attendance and follow up on absences.
- Assist with processing orders, invoices, and petty cash.
- Order and maintain office supplies and stationery.
- Support staff with photocopying, scanning, and printing.
- Assist with first aid duties if trained.

Support to the Organisation

- Provide general administrative support to the main office that includes and is not exclusive to; answering phones, covering reception, SIMS input, attendance support, exams support, canteen support, trips, events, administering first aid.
- Maintain and update student and staff records.
- As and when required to utilise IT software that includes and is not exclusive to; SIMS, Excel, Word, Powerpoint, Sharepoint, OneDrive, Medical Tracker, SamPeople, SISRA.

Professional Accountabilities

(This list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people, management, policies, and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Administrative Assistant
Person Specification**

Essential Criteria	Measured By
Experience General clerical/administrative/office work.	AF/I
Qualifications/Training NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. Good numeracy and literacy skills.	AF/I
Knowledge/Skills Effective use of ICT and other specialist equipment. Knowledge of relevant policies/codes of practice and awareness of relevant legislation. Very good ICT skills. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Ability to organise, lead and motivate other staff. Ability to plan and develop systems. Ability to relate well to children and to adults. Methodical with good attention to detail. Excellent communication skills. Good organisation skills. Ability to prioritise and multi-task effectively. Good presentational skills.	AF/I
Behavioural Attributes Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service