



### JOB DESCRIPTION

Role Title	Department	Reports to
Administrative Assistant	Admin	Operations Manager/Head of School

### PURPOSE

To provide comprehensive back office administrative support to Brookward School, ensuring the smooth operation of activities and processes.

To coordinate and manage various administrative tasks, including educational visits, lunch orders, and end-of-year processing, while maintaining accurate records and compliance with school policies.

To carry out any other reasonable requests at the discretion of the Headteacher, ensuring the school meets its evolving demands.

### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

### PRINCIPAL ACCOUNTABILITIES

- Facilitate the procurement process by raising requisitions for spending, adhering to organisational policies
- Oversee the administration and coordination of educational visits, trips and enrichment activities as the EVC Coordinator, ensuring all necessary approvals, risk assessments, and logistics are in place
- Process lunch orders and enquiries, liaising with the school's catering provider and processing payments for this and other school events/purchases through our online system (ScoPay)
- Create, maintain and support Parentmail accounts
- Set up and manage Microsoft Teams logins
- Compile and submit accurate census data in compliance with school and governmental requirements
- Coordinate and execute end-of-year administrative processes, including transitions and record management
- Perform end-of-year tasks within SIMS, ensuring data integrity and smooth progression into the new academic year
- Provide administrative support for first aid including management of medical records
- Oversee lunchtime activities and manage catering services to ensure a safe and efficient meal service

- To work with external systems such as Edenred and Wonde to organise vouchers for families entitled to support and share information with other agencies in line with our GDPR policies
- Manage pupil premium applications and processing ensuring eligible students receive appropriate support
- Coordinate administrative tasks related to music and swimming programmes
- Manage the school's office email account, responding to inquiries and directing messages to appropriate staff members
- Administer processes for new foundation stage starters, including enrolment
- To work closely with the Head of School to perform admin tasks relating to the wider running of the school.

## PERSON SPECIFICATION

**E – Essential**

**D - Desirable**

Qualifications/Education/ Training	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) including a minimum of a Grade 4 (previously Grade C) in English and Maths (E)</li> <li>• Level 2 or 3 School Business Administration certificate or diploma (or similar relevant qualification) (D)</li> <li>• Educational Visits Co-ordinator (EVC) training (D)</li> <li>• Recent First Aid training (D)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Experience of working in a school environment or other similar setting (E)</li> <li>• Experience in carrying out administrative tasks and dealing with face-to-face and telephone interactions (E)</li> <li>• Evidence of working independently, as well as collaborating within a team (E)</li> <li>• Experience in using school software e.g. SIMS (D)</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Strong verbal and written communications skills (E)</li> <li>• The ability to respond quickly and effectively to issues and work under pressure (E)</li> <li>• The ability to plan, organise and prioritise to meet deadlines (E)</li> <li>• The ability to use your own initiative and take action accordingly (E)</li> <li>• Excellent attention to detail (E)</li> <li>• Competent user of IT, including word processing and spreadsheets (E)</li> <li>• A sound understanding of data protection and confidentiality (E)</li> </ul>
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to build positive relationships with students, staff, parents/carers and visitors (E)</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong problem-solving skills (E)</li> <li>• A friendly and approachable demeanor (E)</li> <li>• Ability to work collaboratively as part of a team (E)</li> <li>• Flexibility and adaptability to respond to the varying demands of the school environment (E)</li> <li>• Enthusiasm for supporting the educational environment and contributing to the school community (E)</li> </ul>
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**Associate Staff Standards**

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

**Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....