



Job Description

Post Title: Administration Assistant

Salary: Grade D, SCP 5 - 7

Reports To: Executive Headteacher

Job Purpose

The Federation of St Joseph's Catholic Infant and Junior Schools, Birtley, require an administration assistant to join our hardworking, efficient and friendly team.

Main Duties and Responsibilities

- Manage the administrative function of the school under the direction of the Executive Headteacher
- Ensure all visitors are welcomed to the school and that they comply with the school's safeguarding procedures
- Act as first point of contact for parent, pupil and visitor enquiries in person, via telephone and email contact, responding proactively and promptly
- Manage the main school email/inbox
- Maintain records of pupils who arrive/leave school during the school day
- Produce and process routine school documentation and letters to parents; upload to school website and disseminate electronically
- Carry out basic financial procedures regarding the handling and recording of cash, cheque and online transactions, such as collating and reconciling dinner money, trip money and other ad-hoc collections, in line with the Trust financial procedures
- Maintain appropriate financial records
- Assist with administration of paperwork e.g. new staff checks and confidential staff records.
- Manage manual and computerised record/information systems
- Receive, check and disseminate deliveries
- Maintain stationery stock and request replenishment, ensuring stock levels are appropriate
- Book and manage school visits, coaches etc.
- To organise after school clubs by securing bookings, maintaining registers and managing payments
- Maintain and update content of school website and other social media platforms
- Assist in arranging hospitality for meetings in school, parents' evenings and events etc.



- Carry out general office duties, such as photocopying, laminating, shredding, scanning, filing etc
- Ensure ordering complies with Trust policies and procedures
- Upload CTF files containing sensitive data
- Ensure GDPR compliance in all record keeping procedures and work with external advisory
- Assist the headteacher in the preparation and circulation of local governance committee meeting materials
- Assist the headteacher with internal academic data collection and statutory data returns
- Provide administrative and organisational support to the senior leadership team
- Support the leadership team in maintaining accurate pupil records through the schools' Arbor information management system
- Complete and submit complex forms and returns to outside agencies
- Take notes at meetings and prepare minutes
- Assist with marketing and promotion of the school

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

July 2026



Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Good numeracy and literacy skills (GCSE grade Cs/grade 5s or equivalent in Maths and English)	D1	Additional administration qualification e.g. apprenticeship in administration
			D2	NVQ Level 2 qualification in literacy and numeracy
Experience	E2	Experience working with administrative systems and procedures in an office environment.	D3	Experience of working in a school or educational establishment
			D4	Experience of using Arbor software and an understanding of the importance of Cyber Security and GDPR.
	E3	Experience of responding effectively to telephone and email enquiries	D5	Experience of monitoring attendance systems and processes
			D6	A comprehensive understanding of safeguarding
Skills	E4	Excellent IT skills, particularly regarding the use of Microsoft Office and Excel	D7	First Aid Certificate
	E5	Ability to undertake a wide range of administrative tasks and multitask – including money handling.		
	E6	Ability to relate well to children and adults		



Personal Attributes	E7	Effective communication skills		
	E8	Confidential		
	E9	Commitment to support the wider life of the school		
	E10	Recognise the importance of scheduling messages and reminders to all stakeholders		
Special Requirements	E11	A commitment to safeguard the welfare of children		
	E12	Compliance with data protection principles		
	E13	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E14	Compliance with health and safety policies, rules and regulations including supporting any medical or feeding needs of pupils		
	E15	To uphold the Catholic ethos of our schools		