Job Description- Administrative Assistant

Post Title	Administrative Assistant
Salary Grade	N4
Job Evaluation Code	A5237
Reporting To	Office Manager/Lead Administrator
Line Management of	N/A

Job Purpose (including main duties and responsibilities)

- To provide comprehensive administrative support to the academy. To provide exams assistant support to the academy, supported by the Exams Officer.

General:

The following is typical of the duties expected. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Create and maintain records, organise and minute meetings, respond to and answer enquiries including by letter, maintain office systems and diaries etc
- Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures
- Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action
- Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up layout of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results
- Collate pupil reports as required
- Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.
- Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with financial regulations
- Liaise with staff, pupils and parents as appropriate to meet the requirements of the academy including the provision of reception service, arranging events, work experience and administering cover for absent staff.
- To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

- Under the guidance of the Trust Exams Officer, manage the administration of both public and internal examinations systems and to supervise the conduct of examinations in accordance with the regulations issued by the Joint Council for Qualifications (JCQ)
- Under the guidance of the SENDCO and senior leaders, manage the administration of Education Health Care Plans (EHCP), including supporting with arranging meetings, sharing sensitive information and collating data

Support for the Academies & Trust

- Work proactively with staff, pupils, Local Advisory Committee Members and Trustees to ensure the role meets the needs of the Trust and academies and appropriate protocols are in place.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the Trust Operations Manager or another appropriate person.
- Contribute to the overall ethos/work/aims of the trust and schools.
- Participate in training and other learning activities and performance development as required.
- Attend and participate in relevant meetings.
- To promote and implement the Trust's Equalities Policy in all aspects of employment and service delivery
- To undertake other duties and responsibilities as required commensurate with the grade of the post.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

PERSON SPECIFICATION – Administrative Assistant

Method of Candidate Assessment:

A = Application
I = Interview
R = Reference
Q= Qualification

Essential	Desirable	Assessment
Knowledge and Experience		
Previous clerical/administrative work	Maintaining filing systems	A,I,R
Use of ICT	Work in a school/academy or LA	A,I,R
Use of Microsoft Word/Excel		A,I,R
Qualifications and training		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post e.g. exams training	RSA Stage 2/equivalent typing/word processing	A
Skills and Key Criteria		
GCSEs Grade C+/4+ (or equivalent) in Maths and English	Knowledge of administrative systems including school management information systems	I,A
Good keyboarding skills		I,A
Good organisational skills		I,A
Ability to maintain confidentiality		I,A
Personal Attributes		
Excellent interpersonal skills	Flexible and adaptable	I,R
Ability to relate well to children and adults		I,R
Ability to meet deadlines	A requirement to work occasional additional hours during term-time to meet the needs of the academy	I,R
Ability to work as part of a team		I,R

Equal Opportunities		
Candidates should indicate an acceptance of, and a commitment to, the principles of the Trusts Equalities policies and practices as they relate to employment issues and to the delivery of services		
Safeguarding		

October 2026

Commitment to the protection and safeguarding of children and young people		