

# Administrative Assistant Role Profile – Woolton Primary School

## Administrative Assistant Role Profile

### Woolton Primary School

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#### Purpose of the Role

To provide efficient, professional and flexible administrative and clerical support to the school under the direction of senior staff so that the office runs smoothly, pupils and families are well supported, and leaders have reliable information to make decisions. This post contributes to safeguarding, attendance improvement and family support by ensuring records, communications tasks are completed accurately and promptly.

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#### Key Responsibilities and Duties

##### Reception and First Contact

Area	Responsibilities
<b>Reception Duties</b>	Meet and greet visitors; manage sign-in procedures; answer calls; handle routine enquiries professionally.
<b>Post &amp; Email Handling</b>	Manage incoming/outgoing post, messages and routine emails; ensure timely distribution.
<b>Confidentiality</b>	Maintain confidentiality and professional boundaries at all times.

##### Pupil Welfare and First Aid Support

Area	Responsibilities
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<b>First Response Welfare</b>	Support unwell pupils; liaise with parents/carers; follow first-aid and medical procedures.
<b>First Aid</b>	Administer basic first aid and assist with prescribed medicines in line with policy.
<b>Record Keeping</b>	Keep accurate records of incidents, accidents and medicine administration; report safeguarding concerns immediately.

## Administrative Processes and Records

Area	Responsibilities
<b>Record Maintenance</b>	Maintain manual and computerised records (MIS, spreadsheets, filing).
<b>Data &amp; Reports</b>	Produce lists, data extracts and standard reports for staff and leaders.
<b>Parent Communications</b>	Assist with production and distribution of pupil reports and communications.

## Attendance & Communication Support

Area	Responsibilities
<b>Attendance</b>	Work from front of house with Attendance Officer
<b>Family</b>	Liaise with families, escalate issues to Attendance Lead/DSL.

## Financial, Trip and Lettings Administration

Area	Responsibilities
<b>Financial Admin</b>	Process orders, invoices, cash handling and simple financial records.
<b>Trip Administration</b>	Support planning/admin for trips and events (consent, lists, bookings).
<b>Lettings</b>	Support administration of lettings and room bookings.

## Office Systems, Supplies and Equipment

Area	Responsibilities
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<b>Supplies Management</b>	Maintain office supplies and stock levels; catalogue and distribute resources.
<b>ICT &amp; Equipment</b>	Operate office equipment and ICT packages; identify faults and liaise with technical support.

### Additional School Duties

Area	Responsibilities
<b>General Support</b>	Provide advice and guidance to staff, pupils and visitors.
<b>Other Duties</b>	Undertake reasonable tasks supporting school priorities as directed by the Headteacher and Senior Leadership Team.

### Person Specification

#### Essential

- **Clerical Experience** - Proven experience in a busy office; school experience desirable.
- **Literacy & Numeracy** - Good standard; able to produce accurate written communications.
- **ICT Competence** - Confident with email, Word, Excel; MIS experience or willingness to learn.
- **Interpersonal Skills** - Calm, courteous, professional.
- **Organisation** - Able to prioritise and work independently.
- **Confidentiality** - Handle sensitive information appropriately.
- **First Aid** - Basic training or willingness to undertake.
- **Safeguarding & DBS** - Right to work in the UK; DBS clearance required.

#### Desirable

- **MIS Experience** - Arbour, SIMS or similar.

- **Medical Admin** - Experience administering medication.
  - **Attendance Support** - Experience with attendance admin or family liaison.
  - **Bookkeeping** - Purchase order experience.
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### **Safeguarding Responsibilities**

Woolton Primary is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The postholder must:

- **Safeguarding Knowledge** - Understand and commit to school safeguarding policies and KCSIE.
  - **Reporting** - Report concerns to the DSL immediately.
  - **DBS & Training** - Undergo enhanced DBS and required training.
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### **Accountability and Reporting Lines**

- **Reports to:** Office Manager
  - **Works closely with:** Headteacher, SLT, Attendance Lead, SENDCo, pastoral staff, classroom teams, DSL
  - **Line management:** None
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### **Working Conditions and Environment**

- Based in the main school office with regular contact across the school community.
  - Flexibility may be required for events, trips or busy periods.
  - Confidentiality and professionalism required at all times.
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### **Performance Measures / Success Indicators**

- Accurate, timely maintenance of records and statutory returns.
- Positive feedback from staff, pupils and parents.

- Reduced response times for routine enquiries.
  - Clean audit trail for financial transactions.
  - Contribution to improved attendance procedures.
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### **Equal Opportunities**

Woolton Primary is an equal opportunities employer and is committed to ensuring fair and respectful treatment for all.

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### **Terms and Benefits (Example)**

- Pension scheme (TPS or local authority scheme).
- Access to wellbeing support and CPD.
- 28 days annual leave pro rata (term-time roles follow contractual arrangements).