WILLIAM FARR
C of E Comprehensive School

JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Administration Assistant

Reports to: Office Manager

Grade: WFS 3

JOB DESCRIPTION

Overall Responsibilities:

The Administration Assistant at William Farr CofE Comprehensive School, a Secondary School with Sixth Form, plays a vital role in supporting the smooth and efficient running of the school's administrative functions.

This role ensures essential day-to-day tasks are managed effectively, contributing to a welcoming, organised, and professional environment that upholds the school's Christian ethos and commitment to excellence, respect, and community.

The Administration Assistant supports staff, pupils, parents, and external agencies by providing timely and accurate administrative services, helping to maintain high standards of communication, confidentiality, and operational efficiency in line with the school's vision and values.

Key Responsibilities and Duties

General Administration

- Maintain student records using the Management Information System (MIS), ensuring confidentiality and accuracy of sensitive information relating to students and parents.
- Prepare letters, reports, and other documents for internal and external circulation, including word processing, proofreading, and formatting.
- Monitor office stationery and supplies, ordering materials, equipment, and services as required to ensure the smooth operation of the school office.
- Keep the school office and meeting rooms tidy, organised, and presentable at all times.
- Provide reprographic support to staff, including photocopying, printing, and maintaining equipment.
- Undertake occasional reception duties, acting as a first point of contact for visitors and callers, and managing enquiries professionally.
- Assist with the administration of student attendance monitoring and admissions processes.

Student Support and First Aid

- Act as a trained first aider, maintaining student care plans and accident records, and recording incidents in the accident book accurately and confidentially.

Communication and Correspondence

- Communicate effectively and professionally with parents, staff, and external agencies via telephone, email, and written correspondence.
- Prepare and carry out mailings of information to parents and other stakeholders in a timely manner.

Confidentiality and Data Protection

- Maintain strict confidentiality in all aspects of work, adhering to data protection legislation and the school's policies on information security.

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience	Essential	Desirable	Assessment
GCSE Maths and English in Grade C/4 minimum	✓		Application
Further qualification in business administration or relevant field.		✓	Application
At least 2 years' experience in a busy office environment	✓		Application
Experience in working in a school environment		✓	Application
Experience with a school MIS system		✓	Application
Able to maintain accurate, legible and up to date records.	✓		Application/ Interview
Proven IT Skills including MS applications	✓		Application/ Interview
Ability to communicate effectively and in a courteous manner, in person and over the telephone	✓		Application/ Interview
Understanding of data protection and confidentiality	✓		Application/ Interview
Commitment to safeguarding and equality	✓		Application/ Interview
Personal Qualities			
Able to work independently and as part of a team	✓		Interview
Excellent attention to detail	✓		Interview
Reliable and punctual	✓		Interview
Ability to organise and prioritise workload to achieve deadlines	✓		Interview