

Job Description Admin Assistant

Start Date:	1 st September 2026
Responsible to:	Headteacher / School Operations Manager
Location:	Lilliput CE Infant School
Grade:	Grade D SCP 5-6 (£13.26 - £13.47 per hour)
Hours of work:	Part-time 25 hours over 4 days, working 9:30-4:15
Contract Type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- Provide efficient and effective general administrative support to ensure the smooth operation of the school office.
- Ensure compliance with CLP and other statutory reporting requirements, including undertaking data entry/analysis and recording.
- Assist in the administration to organise school functions such as arranging visits from other professionals and agencies.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

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- Act as the first point of contact for visitors, parents, pupils and staff, providing a welcoming and professional reception service in line with safeguarding and security procedures, including signing-in and issuing visitor badges.
- Receive and make telephone calls, handle enquiries, take and distribute messages, resolving routine queries and referring more complex or sensitive matters to appropriate staff.
- Manage the school office email account(s), responding to enquiries where appropriate or redirecting to relevant colleagues.
- Receive, open (except confidential items), sort and distribute incoming mail.
- Provide general administrative and clerical support including filing, photocopying, reprographics, and document preparation, ensuring work is presented to a professional standard within required timescales.
- Maintain accurate manual and computerised filing systems and records.
- Undertake data entry and maintain school systems, including pupil records, attendance, assessment and admissions data.
- Use ICT systems and management information systems to input data, produce reports (e.g. attendance returns, census data, transfer files), and support school operations.

- Provide support at the reception point, assisting staff and pupils by resolving or redirecting enquiries as appropriate.
- Liaise with the central Partnership team, other schools, staff, parents and external agencies as required.
- Support the organisation and administration of school events, meetings, visits, clubs and services (including extended provision), including bookings, registers and communication with parents.
- Maintain the central school calendar and assist with organising hospitality arrangements, including room setup and catering.
- Manage administration of school clubs, including producing letters, maintaining registers and handling bookings.
- Receive and process payments (e.g. for clubs, trips, meals and uniforms) in line with school procedures.
- Manage deliveries to the school, liaising with the Site Manager or relevant staff for distribution.
- Monitor and maintain reprographics equipment and arrange servicing when required.
- Use ICT systems to communicate with parents as directed.
- Assist in the organisation of wider school services such as school photographs, visits from professionals, and pupil services.
- Support health and safety procedures, including liaising with relevant staff, maintaining a safe office environment, and assisting with evacuation processes where required.
- Deal appropriately with confidential information and waste, ensuring compliance with GDPR and Data Protection legislation.
- Ensure the office environment is tidy, organised and free from hazards.
- Provide first aid support where trained.
- Demonstrate a commitment to safeguarding, promoting the welfare of children, and adhering to school policies and procedures.
- Comply with all school and Partnership policies, statutory requirements, including Health and Safety, Equal Opportunities and Data Protection legislation.
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Additional Information

- Duties and responsibilities may vary from time to time. The post holder is expected to undertake any other duties commensurate with the level of the post in order to support the smooth and efficient running of the school.

Supervisory / Managerial Responsibility

n/a

Career / Salary Progression

- Professional development of the role is encouraged by the Partnership and the School Operations Manager/Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children.
- Be aware of the current responsibilities outlined in Keeping Children Safe in Education and undertake annual safeguarding training.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification Admin Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience 	<ul style="list-style-type: none"> RSA II in word processing/spreadsheets (or equivalent)
Experience:	<ul style="list-style-type: none"> General clerical and administration experience in a busy office environment 	<ul style="list-style-type: none"> Experience of using HR or School based MIS systems
Professional knowledge:	<ul style="list-style-type: none"> Ability to use office technology and operate telephony system Knowledge of Microsoft Office suite Competent in data entry/analysis and reporting requirements Knowledge of Child Safeguarding procedures 	<ul style="list-style-type: none"> Knowledge of school's behaviour and management policy and procedures Knowledge of school's fire and emergency procedures
Professional skills & abilities:	<ul style="list-style-type: none"> Computer literate High level of accuracy and attention to detail Good word processing skills Ability to present work in a consistent and professional format Ability to assimilate information Good organisational and communication skills Ability to work under own initiative Excellent customer care skills Ability to handle confidential information with discretion 	
Qualities & Attitudes	<ul style="list-style-type: none"> Self motivated Willing to undertake training as required 	
Other		<ul style="list-style-type: none"> First Aid Certificate

Whilst originally based at Courthill Infant School, the post holder may be required to travel to other local sites, including other CLP schools.