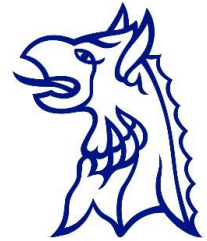




# The Griffin Primary School

Sponsored by Lawrence Sheriff School



---

## Job Description – Administrative Assistant

---

***The Griffin Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, governors and volunteers to share this commitment. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Everyone who works or volunteers at the academy is subject to an enhanced DBS disclosure.***

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Closing Date:</b>   | 12.00pm on Sunday 1 <sup>st</sup> November 2026                                                     |
| <b>Interview Date:</b> | Friday 6 <sup>th</sup> November 2026                                                                |
| <b>Start Date:</b>     | 30th November 2026                                                                                  |
| <b>Scale Point:</b>    | Band D (Scale point 4 or 5)                                                                         |
| <b>Hourly Rate:</b>    | £13.48 or £13.70                                                                                    |
| <b>Hours:</b>          | 20 hours per week (8am – 12pm) Monday to Friday, term time only 39 weeks (including training days). |
| <b>Contract type:</b>  | Permanent                                                                                           |
| <b>Reporting to:</b>   | Office Manager                                                                                      |

Applications should be made on the application form provided.

The Griffin Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

---

The Griffin Primary School is a single form entry school which opened in Rugby in September 2023. With purpose-built school and nursery buildings, this is a golden opportunity to be a founding member of the school and plan and implement outstanding provision within a growing team. We believe that a happy school is a successful school and our vision is that all members of our school community are 'Happy, kind and confident'. We are sponsored by the outstanding Lawrence Sheriff School in Rugby, which is also the host for Coventry and Central Warwickshire's Teaching School Hub.

We seek to appoint someone who is well organised and has the ability to prioritise in a busy office environment. They should be enthusiastic and personable and present a professional attitude at all times. We are looking for candidates who want to utilise their office-based skills, including the use of IT packages, as well as demonstrating good communication, both verbally and in writing, with our children, staff, families, members of the public and external visitors. You will have the opportunity for regular CPD.

---

## **Core Purpose**

- To assist the Office Manager and Senior Administrative Assistant in providing an efficient and effective administrative service to all stakeholders within the school, adhering to school policies and ensuring confidentiality is maintained at all times.
- To provide administrative support to the Academy.

## **Duties will include the following:**

### **Administration**

- Make appointments and filter telephone calls, deal with enquiries and correspondence on own initiative, observing confidentiality in all aspects.
- Act as first line of contact for all enquiries acting in a polite and courteous manner.
- Undertake word processing, duplicating and distribution of documents as appropriate.
- Ensuring outgoing correspondence, including letters to parents are created and produced to a high standard.
- Ensure that the daily post is processed, deal with general enquiries and reply to correspondence as instructed.

### **Finance (\*)**

- Request monies when owing, chasing appropriate debtors by telephone or letter.
- To ensure that the Nursery application and funding forms are completed by the relevant deadlines in liaison with the Office Manager.

### **School Meals**

- To assist with the upkeep of school meal information.

### **School Trips**

- To assist with the administrative arrangements for school trips.

### **School Records (\*)**

- Update individual records when required both manually and on SIMS pupil information database.
- Issue Unique Pupil Numbers, requesting when necessary from other schools.
- Transfer secondary pupils at the end of each year and add new intake.
- Ensure all children are rolled on to their new classes at the end of each year.
- Keep medical records (including allergy records) up to date and easily accessible. Enter emergency contact data and update regularly following parental approval, at the beginning of each academic year.
- Produce class and group lists and ensure copies are available to staff.

### **Common Transfer File (\*)**

In liaison with the Senior Administrative Assistant and the Office Manager:

- Ensure data is sent electronically to receiving schools in a timely manner.
- Download incoming files and ensure they are inputted into SIMS.
- Liaise with teaching staff to ensure data on children is up to date.
- Request records from transferring schools and ensure appropriate staff receive information.

**Attendance Records (\*)**

- Input data from registers to check and record attendance as required.
- Compile daily absence list and liaise with the Office Team on pupil absence and First Day Absence Calling.
- Liaise with the class teacher regarding unauthorised absences and assist the Headteacher in providing absence reports for outside agencies where required.
- Assist the Office Manager in ensuring that general information on staff records are kept up-to-date, providing reports on staff sickness, leave of absence and training records.

**General Duties**

- Assist in the collection and reconciliation of income for various school tips and other funds, ensuring that procedures are adhered to.
- Assist with receiving visitors into school, including checking DBS and photo ID.
- Enter information for supply staff and other contractors onto the Single Central Record in line with statutory guidance.
- Handle external queries and receive telephone calls, relaying messages to appropriate staff.
- Receive and record deliveries, ensuring the correct person is contacted when goods arrive.
- Undertake word-processing, spreadsheets, duplication and collating of documents, memos, letters and communication of information, sending and receiving emails.
- Assist with providing information to the Headteacher for reports to the School Governing Body or for other agencies as required.
- Maintain electronic and paper-based filing systems for all official documents and general correspondence.
- Contact parents/carers, or emergency contacts, to advise when children are sick or injured.
- Contact the emergency services if needed.

Any other duties and responsibilities within the range of the salary grade.

**Qualifications/Training and likely Abilities**

- Literacy & Numeracy GCSE, or equivalent.
- Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children.
- Ability to show an understanding and knowledge of equality and diversity.
- Good communication skills, both verbally and in writing.
- Being polite, personable and approachable.
- Ability to take reasonable care for their own health and safety at work.

\* Training will be provided for specific ICT programs and systems.

**Please note that during the academic year there are periods of increased workload due to deadlines. This may result in additional hours being requested and agreed in advance.**

***This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The administrative staff play a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.***

| Personal Qualities, Qualifications and Experience |                                                                                                                                                                         | Essential | Desirable | Application | Interview Process | References |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------|-------------------|------------|
| Qualifications and Training                       |                                                                                                                                                                         |           |           |             |                   |            |
| 1                                                 | GCSE passes or equivalent, to include English and Maths                                                                                                                 | x         |           | x           |                   | x          |
| 2                                                 | An appropriate level of numeracy and literacy to carry out accurate alpha/numerical filing and data transcription and to communicate effectively and legibly in writing | x         |           | x           |                   | x          |
| 3                                                 | A recognised qualification relating to office work/administration                                                                                                       |           | x         | x           |                   |            |
| Professional Experience and Knowledge             |                                                                                                                                                                         |           |           |             |                   |            |
| 1                                                 | Appreciation of/sensitivity to Equal Opportunities and Health & Safety issues                                                                                           | x         |           | x           | x                 | x          |
| 2                                                 | Appreciation of/sensitivity to confidentiality                                                                                                                          | x         |           | x           | x                 | x          |
| 3                                                 | Previous experience of administration                                                                                                                                   |           | x         | x           | x                 | x          |
| 4                                                 | Experience of working with the public                                                                                                                                   |           | x         | x           |                   | x          |
| Skills and Abilities                              |                                                                                                                                                                         |           |           |             |                   |            |
| 1                                                 | Ability to work as part of a team and with staff at all levels                                                                                                          | x         |           | x           |                   | x          |
| 2                                                 | Ability to use own initiative as well as work under the direction of the Office Manager. Ability to work without constant supervision.                                  | x         |           | x           |                   | x          |
| 3                                                 | Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules | x         |           | x           |                   | x          |
| 4                                                 | A systematical and methodical approach to work                                                                                                                          |           | x         | x           | x                 | x          |
| 5                                                 | Ability to communicate clearly, effectively and accurately over the telephone and in written form                                                                       | x         |           | x           | x                 | x          |
| 6                                                 | Ability to use ICT                                                                                                                                                      | x         |           | x           | x                 | x          |
| Personal Qualities                                |                                                                                                                                                                         |           |           |             |                   |            |
| 1                                                 | Be polite, professional and personable with all visitors and parents                                                                                                    | x         |           | x           |                   | x          |
| 2                                                 | Hard working and flexible, with a positive attitude to change                                                                                                           | x         |           | x           | x                 | x          |
| 3                                                 | Willingness to undertake training and development opportunities                                                                                                         | x         |           | x           | x                 | x          |
| 4                                                 | Awareness of and commitment to Customer Care                                                                                                                            | x         |           | x           |                   | x          |
| 5                                                 | Enjoys working with people of all ages                                                                                                                                  | x         |           | x           |                   | x          |