



Abingdon Primary School

Job Description:	Administration Assistant
Reporting to:	School Business Manager
Job Type:	40 weeks, Permanent
Pay Scale:	Grade D SCP 6 (NJC) £25,183 Pro rata

Job Purpose:

To coordinate, organise, and perform the day-to-day administrative functions of the school office. Serve as liaison between students, staff, parents, and the community; provide information regarding school policies and procedures; maintain confidentiality of materials and information.

Key Responsibilities:

- Prepare, maintain and update student records in areas related to attendance, behaviour, emergency, health and other student records as assigned
- Enter, maintain and update data in a variety of databases to compile data, run reports, and produce other communications, as required
- To complete all administrative duties in the school's "in house" style, ensuring consistency across all functions.
- Provide administrative assistance to the Head Teacher, Senior Leadership Team and School Business Manager.
- Receive, open, prioritise, and distribute post.
- Hospitality, including coordination, diary management, hosting and "meet and greet".
- PA/Diary management for the Headteacher and members of the senior leaderships as requested.
- Prepare and maintain school master calendar.
- Daily use of school systems including: MIS system, Teams and OneDrive. Microsoft Word. Excel and CPOMS.
- Collect, organise, record, and verify for accuracy a variety of data related to daily student attendance and admissions.
- Prepare, compile, and verify for accuracy various reports including: student attendance, admissions and other assigned reports.
- Manage school attendance registration process including: admissions and transfers
- Perform health-related duties and administer routine first aid to students (full training provided) keeping accurate and timely records.
- Coordinate as and when required for repair and maintenance of school office equipment.
- All confidential administration and minutes.



- Supervise students as and when required and undertake duties to support in safeguarding students.

Finance Administration:

- Prepare and compile early years student data to support with funding streams.
- Processing the procuring goods and services using the Trust finance system and supporting staff in school with online procurement.
- Raise customer invoices and process creditor invoices using the Trust finance system.
- Cash handling and recording.
- Requisition, receive, store, and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Assist in the coordination of educational visits, preparing paperwork, booking transport, receiving payments and providing student information to staff.

School Admissions

- Act as the main point of contact for all admissions-related enquiries from parents, carers, the Local Authority, and external agencies.
- Manage the full admissions process, including in-year applications, Reception intake, appeals, and waiting lists.
- Provide clear guidance to families on the admissions criteria, timelines, and required documentation.
- Maintain accurate and up-to-date records on the school's MIS
- Liaise with the Local Authority School Admissions Team to ensure compliance with statutory admissions procedures.
- Prepare welcome materials and support communication with new families to ensure a smooth transition into the school.

Attendance Monitoring and Reporting

- Monitor daily attendance, lateness, and pupil absence, ensuring registers are completed in line with statutory requirements.
- Contact parents/carers to follow up unexplained absences, record and update outcomes promptly.
- Identify patterns of persistent absence and lateness, flag concerns to the Attendance Lead, DSL, or pastoral team.
- Produce weekly, termly, and annual attendance reports for the Senior Leadership Team (SLT) and Governors.
- Work closely with external agencies to support students with attendance concerns.
- Issue attendance letters, conduct meetings with families where appropriate, and support early interventions.



CPD and Staff Development:

- Carry out regular CPD, safeguarding, health and safety, and any additional statutory training required.
- Attend mandatory training and training days as directed.
- Perform other related duties as assigned or directed by Leadership.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.