



**Kings Moat**  
Community  
Primary School

## Job Description: School Administration Assistant

### Job Purpose

To provide comprehensive clerical and administrative support across the school, ensuring efficient and accurate administrative processes.

### Key Responsibilities

#### General Administration:

- Provide clerical support including word processing, filing and document preparation.
- Maintain records and organise school documentation.

#### Finance and Budget Support:

- Maintain budget records and process invoices.
- Reconcile financial transactions.

#### Reception and Communication:

- Act as first point of contact for visitors and enquiries.
- Provide accurate information and direct queries appropriately.

#### Pupil and School Administration:

- Support admissions, pupil records and school visits.

#### HR and Recruitment Support:

- Assist headteacher in recruitment processes and maintain personnel records.

#### Resources and Facilities:

- Order supplies, manage stock and support school security.

### Skills and Competencies

- Strong organisational skills
- Excellent communication skills
- Attention to detail
- Ability to prioritise workload
- Confidentiality and professionalism

## **Knowledge and Experience**

- Knowledge of administrative procedures and finance systems
- Experience with ICT systems such as Microsoft Office
- Understanding of school processes desirable

## **Working Conditions**

This is an office-based role within a primary school environment with regular interaction with staff, pupils and parents. It may also involve some lunch/ breaktime supervision of children.

## **Additional Requirements**

Any other duties as directed by the Headteacher in line with the role.

This role could be combined with hours in the wrap-around care provision, open from 7:30am before school and until 6pm after school.

## **Safeguarding Statement**

This role is subject to enhanced DBS checks and satisfactory references. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.