



Candidate Brochure
Admin Assistant / Receptionist



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Grade 4, Pts 7 to 11 (£25,584 – £27,269)

START DATE: ASAP

WORKING PATTERN:

8.00 – 5.00 per day with half an hour for lunch

CONTRACT:

Permanent, All year round

LOCATION:

Abraham Moss Community School

RESPONSIBLE FOR:

Covering reception / work within the Administration Team

ACCOUNTABLE TO:

Senior Administrator / Headteacher

Job Title

Admin Assistant / Receptionist

The successful candidate will work within the Administration team and cover any aspects of administration to ensure the smooth running of an organised and efficient department. The post holder will be based in the school office and cover the reception desk providing a professional front of house service to visitors, staff and pupils in the absence of the receptionist.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The post holder will work within the Administration team and cover any aspects of administration to ensure the smooth running of an organised and efficient department. The post holder will provide administrative support across all departments.

The post holder will have responsibility for the reception area providing a professional front of house service to visitors, staff and pupils in the Receptionist absence.

Key Responsibilities

Specific Support to members of the Senior Leadership Team (SLT)

- To provide general, confidential administration support to SLT members – including note/minute taking, letter writing/checking and record keeping
- To provide an administration service as part of administration support team under the direction of the Senior Administrator
- To use school management information systems to input and extract data from various sources
- To support the SLT with the organisation and running of internal and external meetings including booking rooms/ checking IT facilities/refreshments
- To communicate effectively on behalf of the SLT via a range of media including email, text messaging telephone, letter
- To support with the administration associated with whole school events (E.G. Open Days) and school recruitment processes
- To contact parents/carers on behalf of the SLT with regard to pupil matters /meetings
- To update and maintain school information display boards as directed by the SLT
- To support the production of reports, documents and presentations for the SLT to share with a variety of audiences such as Governors, Trust, staff and key external partners
- To order and organise stationery and sundries on behalf of the SLT
- To support the SLT with the running of duties at breaktime and lunchtime by checking the duty register is being enacted appropriately across the school
- To register teaching staff at directed time events and meetings
- To support the SLT with the administration aspect of the school's Careers Information, Advice and Guidance provision
- To undertake other duties to support the SLT commensurate with the level of this position

General Administration Support

- To provide general administration support to the wider administration team as and when requested by the Senior Administrator

- To assist with the smooth running of the office
- To assist with the school email account, checking the site daily and dealing with enquires as appropriate
- To assume responsibility for the upkeep and aesthetics of the reception area and the key meeting rooms
- To ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- To ensure that all post is distributed, collected and franked ready for postal collection.
- To assist with the administration of evening events, including providing refreshments, typing of letters to parents/carers, producing signs and meeting room schedules and ensuring cleaners and site staff are informed.
- To ensure the confidential safekeeping of sensitive documents
- To assist with pupil welfare (may be required to be on the school First Aid Team with appropriate training)
- To assist in maintaining the schools MIS system as required for data entry and retrieval of information. To send emails and texts to parents/carers as requested by staff using the MIS system
- To maintain files and records including recording on Bromcom
- To provide support and cover on Reception and within the administration team during periods of staff absence, under the direction of the Senior Administrator

Receptionist responsibilities

- To be responsible for the reception area, ensuring a professional ethos and efficient service is presented to visitors, staff and pupils at all times
- Maintain security by following visitor entry procedures in accordance with safeguarding protocols
- To undertake reception duties, answering telephone, email and face to face enquiries
- Ensure that communication within school is robust and timely, sharing information from staff/parents as appropriate with the correct school staff
- To ensure visitors, pupils and staff utilise the schools' Inventory system when arriving and leaving the premises, in accordance with safeguarding protocols
- To supervise pupils in reception awaiting collection
- To provide general advice, guidance and direction to pupils, visitors and staff members.
- To deal with any complaints sensitively in accordance with the school's complaints procedures
- Follow procedures required during a Fire Alarm or Lock Down

Events and Promotional Materials

- To be responsible for the internal marketing and co-ordination of specified school events
- Liaise with relevant staff and external suppliers in respect of marketing and co-ordinating of events
- To assist with the presentation and planning of events such as Open Morning and Presentation Evening

- Be responsible for the upkeep of the school's website, maintain high standards and accuracy of the website and ensure it is updated with required regulatory documentation
- Be responsible for promoting and maintaining the use of the school's social media

All employees have the responsibility to:

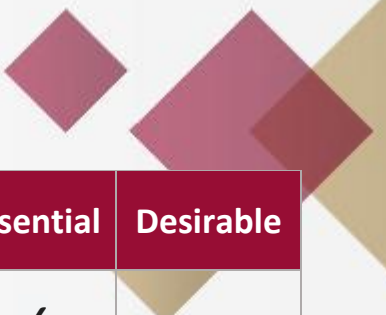
- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.


Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification


	Essential	Desirable
Qualifications		
A good level of general education including GCSE Mathematics and English Language A*-C or equivalent	✓	
Ability to undertake further training and development as required	✓	
Additional languages		✓
Experience		
Working in a school or office environment in an administrative capacity	✓	
Working in a busy office with the ability to respond positively to high work demands and at time, extreme pressure	✓	
Handling confidential information and materials sensitively and appropriately	✓	
Managing own workload, monitoring performance and ensuring optimum use of resources and systems available	✓	
Undertaking a range of clerical and administrative duties including data input and retrieval	✓	
Experience of working in a school environment		✓
Knowledge of safeguarding procedures in relation to visitors in a school environment		✓
Knowledge		
Good use of IT systems with an excellent knowledge of MS Office packages	✓	



	Essential	Desirable
Good understanding of social media	✓	
Knowledge of safeguarding procedures in relation to visitors in a school environment	✓	
Qualities		
Excellent organisational skills	✓	
Ability to prioritise workload and conflicting priorities	✓	
Ability to work to deadlines with excellent attention to detail and accuracy levels	✓	
Ability to work as an efficient team member	✓	
Ability to work unsupervised and organise own workload	✓	
Ability to be effective in the face of difficult situations	✓	
Articulate and attentive to detail	✓	
Confident oral communicator and excellent interpersonal skills with the ability to interact and communicate effectively with a wide range of stakeholders	✓	
Confidence and ability to establish effective working relationships	✓	
Willingness and ability to work co-operatively as part of a team	✓	
Ability and willingness to use own initiative	✓	
Flexibility and ability to cope with a wide range of tasks in a busy and changing environment	✓	
A commitment to being a role model for pupils in relation to overall conduct to include the following; dress code, attendance and timekeeping	✓	



	Essential	Desirable
Bright, confident personality, energetic, enthusiastic and committed	✓	
Reliable, honest and trustworthy	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: no later than 9.00 a.m. Monday, 18 August 2025.

**Any queries, please contact a member of the HR Team on 0161 532 5400 or
via email at noelinetaker@abrahammoss.co.uk**

