JOB DESCRIPTION:

LEADERSHIP ADMINISTRATIVE ASSISTANT

JOB DETAILS

Salary range: H4

Reporting to: Headship Team

Responsible for: n/a

MAIN PURPOSE

The postholder will support the coordination of key school processes, maintain accurate records, manage correspondence, organise meetings and assist with the preparation of reports and documentation. The role requires a high level of professionalism, discretion and organisation, together with the ability to manage competing priorities in a busy primary school environment.

KEY RESPONSIBILITIES

- Provide day-to-day administrative support to the Headship Team, including the Special Educational Needs and Disabilities Coordinator (SENDCo), ensuring tasks are completed efficiently and deadlines are prioritised.
- Maintain accurate and up-to-date records, databases, spreadsheets and electronic filing systems.
- Assist with the preparation of information and documentation for leadership meetings, governors' meetings, school reviews and other strategic activities.
- Support the planning, coordination and administration of school improvement activities and leadership priorities.
- Prepare, format and organise letters, reports, forms, meeting notes and other documentation.
- Assist with the preparation and distribution of paperwork for annual reviews, support meetings and other relevant appointments.
- Support the administration and distribution of school reports.
- Monitor review dates, deadlines, referrals and outstanding actions, ensuring these are followed up as required.
- Assist with the preparation of information and documentation for school audits, census returns, internal reviews and statutory reporting requirements.
- Handle sensitive information, conversations and enquiries with discretion, empathy and professionalism, maintaining confidentiality at all times.
- Undertake any other duties appropriate to the grade and nature of the post, as requested by the Headteacher.

Administrative Support /Pupil Records

- Support the administration of review cycles, including recording outcomes and monitoring follow-up actions.
- Assist with collating information for EHCP applications, annual reviews and amendments under the direction of the SENDCo.
- Track key dates for pupil reviews, assessments and meetings with educational professionals.
- Record and distribute meeting minutes and action points.
- Maintain accurate and up-to-date pupil records on Arbor, ensuring data is entered promptly and deadlines are met.

Confidentiality, Safeguarding and Data Protection

- Maintain strict confidentiality when handling sensitive information about pupils and their families.
- Ensure records are stored, shared and disposed of in accordance with school policies and applicable data protection requirements.
- Follow school safeguarding procedures and report any concerns promptly to the designated safeguarding lead or other appropriate member of staff.
- Work in accordance with school policies, including safeguarding, data protection, health and safety, equality and inclusion.
- Understand the importance of handling sensitive information appropriately and sharing it only with authorised individuals.

General Duties

- Actively model and promote the values and ethos of the school.
- Work proactively across The Claxton Trust to ensure consistency in processes and procedures.
- Uphold a commitment to equality, diversity and inclusion, working to eliminate discrimination and harassment based on all protected characteristics identified in the equalities policy.

This job description may be amended at any time in consultation with the postholder.

Last review date: October 2026

Next review date: September 2027

PERSON SPECIFICATION:

LEADERSHIP ADMINISTRATIVE ASSISTANT

CRITERIA	QUALITIES
Qualifications and training	• Experience in an administrative or clerical role.
Experience	• Experience of working in a school office (desirable) • Experience of working in a customer facing role (desirable) • Good organisational skills and the ability to manage competing priorities and deadlines. • Strong written and verbal communication skills. • Good IT skills, including confidence using email, word processing, spreadsheets and electronic record-keeping systems. • High levels of accuracy and attention to detail. • Ability to handle confidential and sensitive information responsibly. • A professional, calm and approachable manner when communicating with parents/carers and colleagues. • Ability to work independently, use initiative and recognise when advice or guidance is needed. • A commitment to safeguarding, equality, inclusion and the wellbeing of children. • Willingness to learn about SEND processes, terminology and relevant school procedures.
Skills and knowledge	• Good numeracy and literacy skills, including good standard of spoken and written grammar. • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to use standard IT systems • Good record-keeping skills • Good attention to detail • Ability to use initiative to solve problems

Personal qualities	• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Organised, proactive and able to anticipate administrative needs. • Patient, empathetic and understanding of the needs of children and families. • Discreet and trustworthy when dealing with confidential information. • Flexible and adaptable in a busy primary school environment. • A collaborative team member who builds positive working relationships. • Committed to supporting an inclusive school community in which every child is valued. • Commitment to safeguarding and equality