



Admin Assistant JOB DESCRIPTION

Purpose of Job

The Admin Assistant is responsible for improving School communication and assisting with administrative tasks, working under the direction of the Director of Finance and Operations. Their duties and responsibilities may be changed or adjusted from time to time according to the exigencies of School life, and to suit the School's development.

Duties and Responsibilities

- Manage the Pupil Bus Service, liaising with external provider and parents
- Set up and administer payments via the Wisepay system.
- Raise purchase orders for supplies and services
- Liaise with marketing to promote and manage school lettings opportunities
- To carefully check the School calendar and ensure that arrangements for events and sports fixtures are communicated in good time (especially to staff and parents), following liaison with the staff involved.
- To oversee the SchoolPost communications platform (only basic IT skills are required).
- To establish guidelines for clear, effective communication to be followed throughout the school.
- To proof-read all central communications sent to parents, ensuring that the information is clear, accurate and complete, and that it is sent out at the most appropriate time.
- To assist with inspection preparation as directed, helping to ensure that the School's policies are up-to-date and are fully compliant and inspection ready.
- To assist the Director of Finance and Operations with compliance tasks, helping to ensure that the School complies with all relevant legislation and that any issues which may arise are promptly resolved.
- To assist the Director of Finance and Operations with risk assessments, ensuring that appropriate assessments are carried out across the School sites and kept up-to-date.
- To maintain Health and Safety compliance records, ensuring that any relevant training is renewed as appropriate.
- Organise and facilitate regular Health & Safety meetings in accordance with policy requirements.
- Co-ordinate all Internal Event Request (IER) & External Event Request (EER) forms, liaising with relevant stakeholders
- Coordinate Sports fixtures, communicating with parents and school staff, informing the catering team and ensuring travel is arranged
- Manage minibus allocations & driver licensing management to facilitate school trips and fixtures



- Provide Reception cover every afternoon from 4pm – 5pm, and as required
- Clerk to the Health & Safety sub-committee
- To complete data entry tasks as required.
- To assist with general administrative tasks, including keeping records of staff training, helping with arrangements for meetings and events.
- Review and handle CCTV footage sensitively when required.
- To carry out any other reasonable tasks or duties as requested by the Head or Director of Finance and Operations.
- Keep up to date with new initiatives in the school by attending meetings and training.
- Support school activities, events and meetings as required, including the annual Senior School Prizegiving ceremony.
- Undertake project work as requested by the Head or Director of Finance and Operations.
- Comply with all School policies and set a good example for students and colleagues.

Requirements

- Excellent written communication skills.
- Strong analytical and problem-solving skills.
- Basic IT skills, particularly the use of Microsoft Office packages, Word, Excel, PowerPoint and Outlook.
- Highly flexible, team player with a good sense of humour and calm under pressure.
- Ability to work using own initiative with strong attention to detail.
- A discreet nature, able to retain confidential matters.
- A commitment to self-development, open to further training and self-directed learning.
- Enthusiasm for and sympathy with an educational environment and the ethos of Lincoln Minster School.

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed regularly and varied in the light of the business needs of the school.



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Staff Member Acknowledgement I have read, reviewed, and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name _____

Date _____

Employee Signature _____