



**CHESSINGTON**  
SCHOOL

# Administration Assistant

**June 2025**

**Grade C (£27,729 - £28,521 FTE)**

**36 Hours Per Week**

08:00am - 4:15pm term time only

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## Job Description

Responsible to: **Office Manager**

### General Office Duties

- Assisting in general office duties
- Prepare documents for publication to parents and staff
- Assisting in administering school trips and events including setting up payments, booking travel, communicating with students and parents
- Assisting in data input
- Ordering of stock
- Printing of documents and publications
- Assisting in the preparation of Marketing documents
- Assisting in maintaining school database system SIMS (school information management system) and ClassCharts
- First aider

### Reception Duties

- Be available as the first point of contact on reception desk for the general public, parents and visitors to the school, presenting a calm and professional demeanour that sets the tone for a first impression.
- Operating the electronic access gate entry system and ensure that all visitors have signed in, been given an appropriate visitors badge and signed out again at the end of their visit

- Making and receiving telephone calls, sending and receiving emails and texts as required by line manager and the senior leadership team using the school communication systems
- Redirecting all messages as appropriate and ensuring that all information received has been communicated as necessary
- Sorting and distributing post – both incoming and outgoing - including parcel deliveries
- Ensuring that reception is covered at all times, working with other members of the admin team as necessary
- Ensuring that reception and administrative areas are prepared for the working day and left secure and tidy at the end of the day
- A whole school responsibility, to be negotiated and agreed

## General

- Report progress, as required, to line manager
- Represent the school positively and professionally in all contact with the wider community
- A shared responsibility with all staff to ensure the health and safety of all members of the school
- Support equal opportunities for all members of the school, regardless of gender, ethnicity, religion, sexuality or disability
- Support and promote the ethos of outstanding inclusive comprehensive education
- Any other reasonable tasks or duties assigned by the Headteacher
- Hospitality and helping to set up events

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

*This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Personal Specification

Qualifications and Experience	Essential or Desirable	Evidence Source
Competency in the use of Microsoft Word, Excel, G Suite and Email	Essential	A
Familiarity with SIMS, Powerpoint, photo editing software packages	Desirable	A
Experience in an office environment	Essential	A
Previous experience of working in reception	Desirable	A

Knowledge, Skills and Abilities	Essential or Desirable	Evidence Source
Excellent communication skills including verbal, written, face-to-face and by telephone	Essential	I
The ability to deal tactfully and confidently with telephone callers and visitors	Essential	I
Self-motivation with the ability to work with minimal supervision as well as to work effectively within a team, using initiative	Essential	A, I
Accuracy in recording details	Essential	A, I
The ability to prioritise tasks, work to deadlines and keep Line Manager appraised	Essential	A
The ability to undertake a wide range of clerical, administrative and general duties in an organised and efficient manner	Desirable	A

Personal Qualities	Essential or Desirable	Evidence Source
Committed to the support of young people	Essential	A
Committed to the School's Equal Opportunities Policy	Essential	A
Willing to undertake appropriate professional development	Essential	A
Reliable and have a good attendance pattern	Essential	A, R
Patient, diplomatic and have a sense of humour when dealing with staff, students, Governors, parents, visitors and members of the community	Essential	A, I

Flexible, cooperative and supportive team player	Essential	A
Enthusiastic and confidence when working with a wide range of people	Essential	A
Willing to learn	Essential	A
Willing to complete First Aid training	Desirable	A, I
Prepared to occasionally work outside contractual hours for the post for which payment to time off in lieu will be given	Desirable	I

Method of Assessment: A= Application Form I= Interview R= Reference

*The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS*