



Executive Principal: Dr Dayo Olukoshi, OBE

Principal: Mr Jamie Brooks

Job Description– Administration Assistant

This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the needs of the school change and opportunities arise.

Safer Recruitment

- Completion of a satisfactory Disclosure and Barring Service (DBS) check;
- A qualifications check;
- At least two satisfactory references. One must be from your current, or most recent employer (for school based candidates, one **must** be from the head teacher);
- Online searches for shortlisted candidates (as advised by Keeping Children Safe in Education 2025);
- A medical questionnaire.
- Please note, that this post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on your application form of all offences, convictions, cautions or bind overs you have or any court cases that you have pending.

Main Professional Responsibilities

To provide a comprehensive administrative support across the Academy to meet service requirement. Including staffing the front desk, dealing with telephone calls, visitors and pupils. Supporting the admin, HR and finance team with day-to-day general administration, and providing Library and Medical cover when required.

Reception/Front Desk/Administration

- Dealing with all incoming telephone calls, answering queries, giving school information, taking messages where appropriate.
- Signing in all visitors received at Reception, ensuring the correct lanyards are given.
- Dealing with visiting parents in a professional manner, liaising with teaching staff, Behavioural Support staff or Heads of Learning where appropriate.
- Signing in all late pupils at Reception and recording late information in Sims promptly.
- Signing out all pupils leaving the school premises, issuing slips where necessary and recording information in Sims promptly.
- Receiving deliveries and parcels and ensuring these are left safely and securely in the office or in the foyer.
- Dealing with pupil enquiries, referring them to the appropriate staff where necessary.
- Ensuring key information and messages are passed on to staff in the office.
- Sorting and distributing all incoming post promptly.
- Processing all external mail for collection.
- Updating student records on SIMS including name and address changes as directed by the line manager.
- Ordering goods and services on behalf of the Principal's PA, Head of Primary and the Finance and HR Office.
- Issuing letters confirming pupil attendance as directed by the line manager.
- Assisting staff with day-to-day administration including letters/reports going out to parents (printing letters, stuffing envelopes and franking).
- Assisting the line manager on ensuring staff/telephone lists on Reception are up to date.
- Assist in laying out refreshments for staff INSET sessions and school events as and when required.

Finance & HR

- Assisting the HR and Finance team with administration work including handling sensitive and confidential information.
- Ensuring stock and supplies of office equipment and stationery are maintained in liaison with the Finance Officer.

Medical

- To be a qualified First Aider, supporting and covering for the Medical Officer during school hours when necessary.
- Checking the school pupil absence line.
- Dealing with unwell pupils, liaising with staff and parents if pupils are sent home.

Library

- Assist in supervising students in the library as and when required, ensuring school rules are enforced.
- Issuing and receiving books.
- Approving PC/lap top use in the library.
- Assisting pupils with PC and printing enquiries.

General duties and responsibilities

- To provide PA support to the Head of Primary if working in Primary Phase as required.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- To co-operate with SLT as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- To actively promote the achievement of a smoke free Trust.
- To actively support Trust Initiatives.
- This job description does not form part of any employee's terms and conditions of employment, and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.
- To work in accordance with all Academy procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values, ethos and vision;
- Work with others to support student development to secure outcomes.

Health, safety and discipline

- Promote the safety and well-being of students;
- Maintain good order and discipline among students.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of others;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other staff.

Communication

- Communicate with colleagues, students, parents and carers, if and when required.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- To be committed to and involved in activities integral to the Trust's policies and duties;
- To promote at all times a positive image of people with learning disabilities and complex needs;
- To endorse the ethos and values of Brampton Manor Trust as an employee.

General duties and responsibilities

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the main responsibilities of the job;
- To keep linked senior staff fully informed of all matters that they are involved in and initiatives they undertake;
- To participate and attend meetings and training as appropriate including INSET days;
- To take an active role in own professional development in line with performance management objectives;
- To ensure confidentiality is maintained at all times;
- To work in accordance with all Academy procedures and policies, to adhere to the academy's professional code of conduct for staff and quality standards for all staff including smart dress code;
- To actively promote the achievement of a smoke free Academy;
- To actively support Academy initiatives.

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Person specification for working at Langdon Academy

Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of Child Protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.