

JOB DESCRIPTION

Post Title	Administration Assistant
Salary Scale / Grade	Scale 4 SCP 7-11
Primary Workbase	Medina College
Hours per week	37 hours per week
Full time or Term time	Term time plus 2 day
Reporting to	Deputy Admin Manager

Job Purpose:

- To work under the Deputy Admin Manager ensuring the timely completion of administrative processes and at all times presenting a professional image.
- To provide a key role in ensuring smooth office operations while maintaining the highest standards of professionalism.

Key tasks and responsibilities:

- To consistently provide an excellent administrative service, and reception support in line with the Trust's policies and procedures.
- Maintain accurate and confidential records, ensuring all sensitive information is handled with discretion.
- To be part of the administrative provision that has the capability and capacity to meet the ongoing needs of the College.
- Assist in the implementation and adherence to Trust policies, especially those related to safeguarding and data protection.
- To work under the guidance of the Deputy Admin Manager to produce school documents which follow consistent principles.
- To support the Deputy Admin Manager with the logistical details for events, working with facilities and ICT teams as required as well as providing hospitality as required for events and meetings in school.
- To ensure all correspondence created is correctly formatted, with accurate grammar and spelling and following standard layouts..
- To support with the arrangement and coordination of school events as required.
- To arrange meetings rooms as required.
- To provide hospitality as required.
- To support the PA to the Head of School/Admin Manager and Deputy Admin Manager as required with tasks outside of the office/reception to support running of the school and therefore the provision of education of the students.

Other responsibilities

- To follow and support the Trust's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Trust's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Trust's health and

safety at work policy.

- To promote and safeguard the welfare of students and young people you are responsible for or may come into contact with.
- To undertake any other reasonable tasks as directed by the Head of School.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

September 2025

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4 / C or above in English and Mathematics or equivalent	✓		A
A Level / NVQ level 3 or equivalent		✓	A
ECDL or equivalent		✓	A
First Aid Certificate		✓	A
EXPERIENCE			
A range of experience of working in an office environment.	✓		A, I
Dealing with confidential work	✓		A, I
Two years experience of working in an educational setting		✓	A, I
Experience of leading a team and individuals		✓	A, I
Experience of planning and developing systems		✓	A, I
Day to day working experience and skill with Google Docs, Google Sheets, Google Mail and database systems		✓	A, I
Experience of working with Arbor		✓	A, I
Successful experience of customer services	✓		A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding the requirement for confidentiality, tact and discretion	✓		A, I
Understanding and experience of the main safeguarding principles	✓		A, I
SKILLS AND ABILITIES			
Excellent interpersonal and communication skills, both written and oral and high standard of written and spoken English.	✓		I
High level of competency in ICT including word processing, Powerpoint and spreadsheets	✓		I
Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations	✓		A, I
Experience of challenging the work of self and others to continually improve own and team performance	✓		A, I
Ability to use Arbor	✓		A, I
Highly dependable, trustworthy and able to meet deadlines	✓		A, I
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		I
Good ICT and Administrative skills	✓		A, I
PERSONAL QUALITIES AND ATTITUDES			
Evidence that you have the key qualities and attributes of integrity, conscientiousness, adaptability and optimism	✓		I

Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Evidence of the efficiency and confidence to work on own initiative and make things happen	✓		I
Ability to maintain high quality professional relationships with all	✓		I
Excellent attention to detail and presentation skills	✓		A,I, T
Ability to think creatively, be innovative and willing to contribute ideas	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I