



The LETTA Trust

Bygrove Primary school

Apprentice Admin & PA to Head - Job Description



Salary grade: £8.24 Per Hour

Hours: 35 hours per week term time + 2 weeks (pro rata)

Contract type: Fixed-term

Responsible to: Office Manager

Main purpose:

- To provide a warm, welcoming first point of contact for parents and visitors, representing the school at all times with good humour and a smile
- To provide high quality, administrative support to the school and oversee the upkeep of the school's shared areas
- To control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures

Duties and responsibilities

Communication:

- To oversee the reception area and foyer and be the first point of contact for anyone who comes to the school office
- To welcome visitors to the school in a friendly and efficient manner, ensuring they sign in, have the correct lanyard and safeguarding information and are offered refreshment
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To liaise with outside agencies and professional bodies on behalf of school staff and ensure that messages, mail, faxes and memos are distributed efficiently
- To prepare letters and text messages for parents and carers
- To organise and update administrative information on staffroom and/or parents' notice boards
- To update and distribute online and offline communications (e.g. letters, text messages, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- To assist with marketing and promoting the school

Administration:

- As directed by the Office Manager, to carry out clerical duties such as filing, printing, photocopying, typing, distributing post and preparing mail for posting
- To update records, input electronic data and maintain all management information systems (MIS) efficiently
- To provide administrative support to all stakeholders as needed
- To update and maintain the school calendar
- To keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- To assist with organising school events and other meetings, including the organisation of rooms and equipment, and providing refreshments as required

Attendance Administration:

- To support with the upkeep of pupil absence records
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

Resources:

- To ensure that the public and shared areas are tidy and ready for visitors
- To be oversee for the storage and distribution of lost property, spare uniform and sportswear

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems

General requirements:

- To work with the Office Manager, Headteacher and The LETTA Trust's Central Operations Team to meet the aims and objectives for the school office
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the school. This may include supervising pupils who are unwell or providing basic first aid
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder
- Undertake any professional duties commensurate with the grade of the post

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date:

The LETTA Trust

Apprentice Administrative Assistant and Personal Assistant

Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. A commitment to maintaining high standards of accuracy and efficiency in all administrative tasks.
2. A clear commitment to your own Continuing Professional Development (CPD) and the successful completion of the apprenticeship standards.
3. Outstanding interpersonal skills; the ability to act as the "face of the school," welcoming visitors, pupils, and parents with warmth, good humour and professionalism.
4. The ability to communicate effectively and build positive, respectful relationships with a diverse range of stakeholders across the school community.
5. Highly organized with the ability to prioritise tasks, meet deadlines, and manage time effectively in a fast-paced office environment.
6. A proactive and flexible approach to work, with the willingness to support the wider team and adapt to changing daily priorities.
7. High level of confidence using Google Workspace/ Microsoft 365 (specifically Word/Docs, Excel/Sheets, and Email).
8. An aspiring data specialist with the aptitude to learn and effectively use Management Information Systems (MIS) (e.g., SIMS, Medical Tracker, ParentPay, Canva) to maintain accurate records and generate reports.
9. A foundational understanding of statutory requirements regarding Safeguarding, Child Protection, and Health & Safety, or a willingness to undergo immediate training in these areas.
10. A deep-seated commitment to inclusion, equal opportunities, and the success of all pupils and staff within the LETTA Trust.
11. GCSE Grade C/4 or above in English and Mathematics (or equivalent).