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First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By Working Together
Sustaining Excellence
Transforming Learning

Monksmoor Park CE Primary School

Job description: Administrative assistant

The Rutland Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 3 Point 5 - £1,803.62 (FTE £26,427.24)

Hours: 3 hours per week, term-time only

Contract type: Part-time, Fixed-term

Reporting to: Office Manager and Headteacher

Main purpose

The administrative assistant is responsible for supporting with the administrative, financial and organisational processes within the school – Primarily for our Nursery. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

Nursery Specific

Admissions and occupancy management

Supporting with the end-to-end admissions process: enquiries, tours, registrations and onboarding, while actively managing occupancy levels. This includes maintaining waiting lists, forecasting places, and ensuring the nursery is full and as sustainable as possible.

Finance and funding administration

Undertaking all financial processes including invoicing, fee collection, and tracking payments. Administering nursery funding streams (e.g. government-funded hours), assisting with Headcount, submitting claims accurately, and on time, and providing clear financial reports to leadership.

Systems, compliance and office

Assisting with the administration that underpin the nursery: maintaining accurate pupil records, ensuring GDPR compliance, supporting safeguarding documentation, and keeping everything inspection-ready. This also includes general office organisation and supporting the wider team.

General administration

- Update manual and computerised record/information systems
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Attendance administration

- 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

Reception

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Security

- 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
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the school's procedures

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE Level 2 (min 5 GCSEs at grade A*-C) including English and maths • NVQ Level 2 or above in a relevant discipline such as business administration or customer services is desirable • First aid certificate
Experience	<ul style="list-style-type: none"> • Strong experience in submitting Nursery Headcounts to Local Authorities (essential) • Calculating and providing accurate and timely figures and data (essential) • A working knowledge of Microsoft Office suite including Word, Excel, and Outlook. • Carrying out administrative and financial tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Financial experience or a strong understanding of various financial functions (essential) • Excellent attention to detail (essential) • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively