

Job Description and Person Specification

Administrative Assistant

Job Details	
Grade	3
Service	School
Location	Tiverton School see
Hours	30 – 35 a week dependant on candidate

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To provide general administrative support within the school office while supporting the School Business Manager with HR processes. The role will also provide first-line IT support for staff and pupils.</p>

Key Responsibilities and Accountabilities

General Administrative Duties

- To support the smooth running of the administration office by dealing with visitors, parents and external agencies in a professional and welcoming manner.
- Answer and direct incoming telephone calls and respond to enquiries appropriately.
- Provide general administrative support across the school office as required.
- Provide cover for other administrative assistants during periods of absence.
- Assist with general office tasks including filing, data entry, correspondence and maintaining records.
- Updating and managing the school website.
- Supporting with the Pupil census in periods of absences.

Human Resources

- Record staff absences on the MIS and report to the Local Authority where required.
- Provide staff absence reports for the School Business Manager.
- Monitor staff absence and notify the SBM of any trigger points.
- Prepare Self-Certification Forms for staff absences.
- Maintain and update the Single Central Record (SCR).
- Support the creation and posting of online recruitment advertisements.
- Ensure staff DBS checks are updated every five years.
- Assist with recruitment processes, including obtaining references.
- Input overtime sheets for staff.
- Provide general administrative support related to Human Resources.
- Undertake any other duties and responsibilities appropriate to the grade of the post.
- Creating new staff files and archiving staff leavers according to the retention policy.
- Ensure all staff are issued with ID lanyards and maintain accurate records of distribution to support safeguarding and identification procedures.
- Supporting the SBM with the workforce census

First Aid Responsibilities

- Act as a qualified First Aider for staff and pupils.
- Provide immediate care and support in the event of illness or injury.
- Maintain accurate records of first aid incidents.
- Ensure first aid supplies are adequately stocked and records maintained.
- Participate in required first aid training and refresher courses.

IT Support

- Act as the first point of contact for staff IT queries.
- Provide basic troubleshooting and support for common IT issues.
- Liaise with the school's external IT support provider to report faults and monitor progress.
- Maintain records of IT issues and resolutions.
- Manage the iPad trolley, including overseeing the storage, organisation and availability of devices for school use.

Key Relationships

External:	Parents, Visitors	Internal:	Staff Pupils
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Person Specification	
Requirements	
Skills And Ability	<p>Skills & Knowledge</p> <p>Essential</p> <ul style="list-style-type: none">• Excellent organisational and administrative skills.• Strong communication and interpersonal skills.• Ability to maintain accurate records and produce reports.• Ability to work independently and manage workload effectively.• Good IT skills.• Ability to handle confidential information appropriately. <p>Personal Attributes</p> <ul style="list-style-type: none">• Professional and approachable manner.• Reliable and dependable.• Ability to remain calm in busy or challenging situations.• Strong attention to detail.• Willingness to work collaboratively with colleagues.• Commitment to safeguarding and promoting the welfare of children.

<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience working in an administrative role. • Experience or understanding of HR procedures. • Experience of dealing with telephone and face-to-face enquiries. • Experience of using Microsoft Office (Word, Excel, Outlook). <p>Desirable</p> <ul style="list-style-type: none"> • Experience of HR administration, including absence monitoring or recruitment support. • Experience of maintaining records such as Single Central Record (SCR)
<p>Qualification</p>	<p>Essential</p> <ul style="list-style-type: none"> • Good standard of education including GCSE English and Maths (Grade C/4 or above or equivalent). • Willingness to undertake First Aid training. <p>Desirable</p> <ul style="list-style-type: none"> • First Aid qualification. • Qualification or training in school finance, administration, or HR. • Administrative qualification.

<p>Disclosure and Barring Service (DBS)</p>			
<p>Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK</p>			
<p>And if so, which type?</p>			
<p>Basic Check <input type="checkbox"/></p>	<p>Standard Check <input type="checkbox"/></p>	<p>Enhanced Check <input type="checkbox"/></p>	<p>Enhanced + barred list check <input checked="" type="checkbox"/></p>

Declaration			
Reviewed/Created By:	Aysha Patel		
Job Title:	School Business Manager	Date:	13/03/2026