



Job Description – Administration Assistant

Ormesby Primary Academy is committed to creating a diverse workforce. We'll 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

Actual Salary: £12940.17 per annum – 22.5 hours per week

Hours: 4.5 hour per day – 5 days per week

Contract type: Temporary

Reporting to: School Business Manager/Office Manager

Main purpose

Assist in the day-to-day running of the main school office to ensure the safety and wellbeing of pupils in your care. This will involve working within a team of staff, following all relevant policies and procedures.

Duties and responsibilities

- ◆ Basic administration tasks including photocopying, diary management, checking stationery stock, typing of correspondence, filing, simple data input and record keeping, taking messages and passing on information to the relevant people.
- ◆ Working from instructions and undertaking routine tasks, for example answering basic telephone queries. More complex issues would be referred to a supervisor/manager.
- ◆ Exchanging information with others both orally and via emails, office reception duties.
- ◆ Responsibility for financial resources involving the handling of small amounts of cash.
- ◆ Day to day running of a busy school office.
- ◆ Using Arbor/Cpoms

Health and Safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Make sure Health & Safety policies and procedures are followed

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy

Working with others

- Communicate effectively with other members of the team
- Offer a friendly service to parents, pupils and staff

Safeguarding

- Have knowledge of Safeguarding practice/procedures
- Report any safeguarding concerns to a member of staff (safeguarding Lead)

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role

Closing Date

- **14th November 2025**

Interviews will take place

- **TBC. Interviews will be held at Ormesby Primary School**

The Trust is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check

Applications should be returned to

Mrs T Carr
School Business Manager
Ormesby Primary School
Henry Taylor Court
Ormesby
Middlesbrough
TS7 9AB

Or via email: tcarr@ormesby.org.uk

