



## **Administrative Assistant**

Start date: September 2026

Responsible to: Headteacher

Location: Bealings School

Grade: 3 point 4, £25,185 Annually (pro rata)

Hours: 19.5 hours a week (6.5 hour per day), 39 weeks per year, permanent

Disclosure Level: Enhanced DBS & Barring Service check

Applications to be emailed to [admin@bealings.suffolk.sch.uk](mailto:admin@bealings.suffolk.sch.uk)

Closing Date: 12pm Wednesday 17th June 2026

Interview date: Monday 22nd June 2026

## **About Bealings School**

Bealings School is committed to providing a nurturing, supportive, and inspiring learning environment where every child can thrive. We are seeking a highly organised and approachable Administrative Assistant to support the smooth day-to-day running of the school office and provide excellent service to pupils, parents, staff, and visitors.

## **Main Purpose of the Role**

The Administrative Assistant will provide efficient administrative and clerical support to ensure the effective operation of the school office. The role requires excellent communication, organisational skills, and the ability to manage multiple tasks in a busy school environment.

## **Key Responsibilities**

- Act as the first point of contact for parents, visitors, and telephone enquiries.
- Provide general administrative support to the Headteacher and school staff.
- Maintain accurate pupil records and school databases.
- Manage incoming and outgoing correspondence, emails, and post.



- Support the organisation of school events, meetings, and trips.
- Process orders, invoices, and basic financial administration as required.
- Maintain confidentiality and comply with GDPR and safeguarding requirements.
- Prepare letters, reports, newsletters, and other school communications.
- Ensure the reception and office areas are welcoming and well organised.
- Assist with admissions administration and pupil enrolment processes.
- Carry out other reasonable duties appropriate to the role.

## **Person Specification**

### **Essential Skills and Experience**

- Previous administrative or office experience.
- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Competent in Microsoft Office applications, and Google Drive.
- Ability to prioritise workload and work independently.
- Professional, friendly, and approachable manner.
- Ability to maintain confidentiality at all times.
- Experience working with children or within an educational environment is desirable.

### **Personal Qualities**

- Reliable and flexible.
- Calm under pressure.
- Team-oriented with a positive attitude.
- Committed to safeguarding and promoting the welfare of children.

## **Safeguarding Statement**

Bealings School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.