

Fieldstone school

Job Title	<i>Administrative Assistant</i>
Responsible to	<i>School Business Manager</i>
Responsible for	<i>N/A</i>
Working Hours	<i>8am – 4pm</i>
Key Internal Contacts	<i>Other staff within the Administration team</i> <i>Staff in other departments within the School</i> <i>Staff in other Services in the Region</i> <i>Central Office Staff</i>
Key External Contacts	<i>Service User relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Regulatory Authorities, Local services – statutory, voluntary and community, Neighbours, External Service providers</i>

Purpose of the Role

To provide high-quality, comprehensive and confidential administrative support to Fieldstone School; to act as a central point of liaison for colleagues, families, professionals and service providers; and to actively champion and embed Outcomes First Group (OFG) strategy, values and priorities in day-to-day school operations.

Key Responsibilities

Strategy, Liaison and Focal Point

- Act as a key focal point for the school, ensuring enquiries, information and actions are directed promptly to the appropriate colleague.
- Liaise effectively with OFG colleagues, school leaders, staff, students, families, local authorities, professionals, suppliers and service providers.
- Champion OFG strategy, values and priorities, supporting their consistent communication and implementation across administrative practice.
- Support leaders with the coordination, communication and monitoring of school improvement and OFG strategic priorities.

Assessment, Attendance and iSAMS

- Coordinate administrative processes relating to student assessment, including collation, checking, recording and distribution of assessment information.
- Maintain accurate attendance records, monitor absence and lateness, follow up concerns in accordance with school procedures, and provide timely reports to leaders.
- Maintain accurate and current student, attendance, assessment and operational information within iSAMS, completing routine checks and resolving or escalating data-quality issues.

- Provide administrative support for reports, reviews, statutory returns and other documentation drawn from school information systems.

Communications, Reception and Administration

- Manage reception, welcoming visitors professionally and ensuring safeguarding, identification, signing-in and notification procedures are followed.
- Monitor and manage shared administration email accounts, acknowledging, prioritising, responding to or redirecting messages within appropriate timescales.
- Handle telephone and face-to-face enquiries professionally, maintain accurate messages and ensure prompt follow-up.
- Maintain orderly administrative systems, records, diaries, correspondence, post, deliveries and meeting arrangements.

Medication and Student Support

- Support the safe receipt, storage, administration, recording and stock control of medication in accordance with school policy, training and individual healthcare arrangements.
- Escalate medication discrepancies, omissions, expiry concerns or other risks promptly to the appropriate responsible colleague.

Purchasing, CH Amazon Orders and SOLDO Cards

- Process and monitor CH Amazon orders, ensuring appropriate approval, cost effectiveness, accurate delivery checks and complete purchasing records.
- Support the controlled use and administration of SOLDO cards, including issuing, receipt collection, transaction reconciliation and escalation of discrepancies in line with OFG financial procedures.
- Monitor routine supplies and coordinate orders while supporting agreed budgets and procurement controls.

IT and Marketing

- Act as the first point of contact for routine IT matters, logging issues, liaising with OFG IT support and suppliers, tracking progress and communicating updates.
- Support the administration of devices, user access and equipment records within authorised procedures.
- Support school marketing and communications activity by coordinating approved content, events, website or social-media updates, prospect information and promotional materials.
- Ensure marketing activity protects confidentiality, reflects the school accurately and aligns with OFG brand, safeguarding and communications requirements.

Person Specification

Experience	Essential	Desirable
Relevant experience within an administration role	✓	
Experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour		✓
Experience of working within an education/residential setting		✓
Skills	Essential	Desirable
Good knowledge of administration practices and applications	✓	
Good knowledge of specialist area	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	

Good IT skills	✓	
Good organisational and time management skills	✓	
Ability to draft correspondence including letters and memos for internal and external recipients	✓	
Ability to deal with complex and highly sensitive information	✓	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other	Essential	Desirable
Commitment to the values of the Organisation	✓	
Driving Licence		✓
Strategic and Operational Requirements	Essential	Desirable
Commitment to championing OFG strategy, values and priorities	✓	
Ability to liaise confidently with colleagues, families, professionals, suppliers and service providers	✓	
Experience of assessment administration, attendance monitoring and accurate data management	✓	
Experience of iSAMS or a comparable school management information system		✓
Ability to manage reception, shared administration email accounts and competing priorities professionally	✓	
Understanding of safe medication administration and record-keeping requirements	✓	
Experience of purchasing systems, online ordering or payment-card reconciliation		✓
Confidence in coordinating routine IT support and contributing to school marketing communications	✓	