



HASMONEAN MULTI-ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Administration Support Assistant
Department:	Admin
Responsible to:	Office Manager
Hours:	30 hours a week - Term Time plus 2 weeks during summer holidays Monday – Thursday: 8.30 a.m. to 3.15 p.m. (1 hour lunch break) Friday – 8.00 am to 1.00 p.m. (Hours negotiable over 5 days)
Salary Scale:	Scale Range NJC 12-17 Actual starting salary £23,909 (73.4880% of NJC 12) (FTE £32,535)

To assist the Office Manager with a range of admin duties. To provide an efficient and high-quality admin and reprographics service across all three schools within the Trust.

MAIN DUTIES:

Administration Duties:

- To support the admin team, when necessary, in the form of word processing etc.
- Proof read, obtain approval and send teachers' letters and emails to parents
- To complete accurate mail merges to process labels and other documents
- Ongoing updates of the online school newsletter
- Stationery ordering for the Admin office
- Order ID cards and lanyards as needed
- To produce student and staff ID cards
- Register ID cards onto the online register and resolve any issues
- To deal with general telephone queries in accordance with current school policies, procedures and charters
- To deal with messages and / or pass on messages left on school answering machine
- Ad-hoc admin duties as required by the Office Manager and assist with general administration within Hasmonean MAT
- Use Bromcom (Schools Information Management System and other school software within the administrative role (training will be provided)

Reprographics:

The post holder ensures that all printing, photocopying, and related requests are completed promptly, accurately, and to a professional standard, supporting the smooth running of teaching and learning. In addition: -

- To advise staff on presentation of work
- Bulk laminating for classroom displays
- To contact and liaise with external suppliers regarding the purchase of paper, ink, sundries and new machinery
- To be responsible for the ordering of paper, ink, toners and sundries for the copier machines across the Trust
- To ensure that all Reprographics machinery is kept clean and in working order across the Trust
- To contact external technicians in the event of a breakdown of machinery and to ensure the correct maintenance has taken place
- To be aware of current Copyright Legislation relating to photocopying and audio visual recording and advise the Senior Leadership Team of any changes to Copyright Laws
- To maintain daily, week and monthly figures of printing for departments and present costings to the Finance office at the end of each term, for inclusion in departmental accounts.
- Production of quality graphic designs to promote the school using the latest software
- Design of brochures and design and produce certificates for various events throughout the school year. Design Open Evening adverts and liaise with local press
- Keep Safeguarding posters and leaflets up to date for all sites

Other Duties:

- Order school lunches for FSM students
- Manage the TFL School Travel plan for the Boys' and Girls' School
- Monthly checks of contact details on the school websites
- Update the websites with new policies
- Admin support for trip leaders (Poland, Scotland etc)

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO.

This job description does not form part of the Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

Mrs L Oskis

Issued: June 2026

PERSONAL SPECIFICATION
Administration Support Assistant

Specification:	Essential (E) /Desirable (D)	Gathered from; Application (A), Interview (I), Test (T)
Qualifications: GCSE (or equivalent) English Grade C or above	D	A
BTEC (or equivalent) in an appropriate Design subject	D	A
Experience: Good typing skills	E	T
Minimum of 2 years working in an office environment	E	A
Experience working in a school	D	A
Ability to use Microsoft Word and Excel to intermediate level, for example mail merging	E	A / T
Good proof reading skills	E	A/T
Ability to use Publisher and InDesign	D	A
Personal Attributes: High attention to detail	E	I / T
Understands confidentiality	E	I / T
Clear and effective communicator	E	I