



Admin Assistant with responsibility for Health and Safety JOB DESCRIPTION

The primary purpose is to provide effective administrative, safety and organisational support to the Headteacher / Finance Officer.

Grade: B

Responsible to: Headteacher / Finance Officer

Reception & Communication:

If required, act as the professional first point of contact for parents, visitors, and pupils. This includes managing the phone, greeting visitors and handling all enquiries via phone or email.

Health and Safety:

Take a lead role in carrying out Health and Safety checks including:

- Fire Safety
- First Aid and Medical
- Premises and Site Safety
- Playground and PE safety
- COSHH (Hazardous Substances)
- Food Safety
- Risk Assessments
- Security and Safeguarding
- Training, Records and Compliance

and be responsible for record keeping and online reporting.

General Administration:

Provide clerical support and absence cover as required.

Welfare:

School First Aider and responsible for administering pupil medication.

Minibus Driver: (if applicable to role)

As minibus driver, you are responsible for providing a safe, reliable and punctual transport service for pupils to and from school.

Key expectations include:

- Ensuring pupil safety and welfare at all times, including safe boarding, travel and drop-off.
- Driving designated routes to collect and return pupils on time each day.
- Managing behaviour on the vehicle to maintain a calm, orderly environment.
- Carrying out vehicle safety checks before and after journeys and reporting any faults.
- Following all road safety laws and school policies at all times.
- Responding appropriately to incidents or emergencies in line with procedures.
- Maintaining communication with school staff and where appropriate, parents.

June 2026