



Administrative Assistant

Candidate Pack



BELMONT
ACADEMY 

Start Date: April 2026

Location: Erith

Welcome letter from our Deputy CEO

Belmont Academy is looking for a highly organised and efficient full-time Administrative Assistant to work within our busy and welcoming school office. The successful candidate will possess a commitment to high quality service delivery and the ability to work collaboratively to ensure an effective and well organised school office

Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resourced Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust.

Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils, the school continues to be a 'Good' school following its Ofsted inspection in July 2023, providing an exceptional learning experience to all of its pupils'.

Belmont Academy can offer the successful candidate the opportunity to work within a supportive and welcoming environment, develop a wide range of new skills and experience along with training and expertise from London South East Academies Trust (LSEAT). Our Administrative Assistant will need:

- A positive and dynamic attitude and approach to service delivery;
- An organised and professional manner that supports the smooth and efficient running of the office and overall daily operation of the school;
- Knowledge and experience of administrative functions and systems;
- Excellent communication and interpersonal skills.

At Belmont Academy we can offer the successful candidate an opportunity to:

- Make a real difference to the lives of our children;
- Develop within a successful primary school and multi-academy Trust, working as part of a team including a friendly welcoming admin team and stable leadership team;
- Work within a school and Trust that is committed to staff wellbeing and actively support and promotes a positive work/life balance;
- Access to high quality CPD and the opportunity to develop skills.

As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

London South East Academies Trust is a thriving multi-academy trust that prides its self on providing outstanding education and training for children and young people while supporting schools to retain their identity and community. The Trust has had sustained growth in the South East and its continued growth will add additional expertise, support and progression opportunities in the future.

Neil Miller
Deputy CEO



Staff Structure

Trust Leadership Team

DCEO

Director of Primary

School Senior Leadership Team

Headteacher

Deputy Headteacher

Asst. Headteacher & SENCo

School Leadership Team

Teaching & Learning Lead

Early Years Lead

Teaching & Teaching Support Team

Class Teachers

Teacher of the
Visually Impaired

HLTA & Cover
Supervisor

Teaching
Assistants

Non-Teaching Team

Premises &
Grounds Staff

Office & Admin

Mid-day support

Job Description

Job Title: **Administrative Assistant**

Salary: **H21 £27,944 (£31,617 FTE)**

Contract type: **Permanent, full-time (36 hours per week, 41 weeks per year)**

Reporting to: **Office Manager**

Belmont is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Belmont is committed to creating a diverse workforce and will consider all qualified applicants for employment.

Core Requirement of the role:

To work collaboratively with the wider office staff and school team under the guidance and direction of the Office Manager to provide administrative and general office services.

- Photocopy, collate, distribute and file documents with due regard of GDPR protocols.
- Meet deadlines by prioritising workload whilst working in a methodical manner.
- Access and use school and Trust systems including Arbor, Access and Parent Mail effectively and purposefully.
- Completion of HR tasks related to staff personnel files.
- Support in the preparation and collation of transfer information relating to pupil data at the end of the school year.
- Liaise with teaching staff to ensure trips and visits including residential visits are organised robustly to include communication with adventure centres, coach companies ensuring all aspects of the process are completed within the correct timeframe.
- Liaise with external agencies and wider Trust staff on areas including attendance, school meals and admissions.
- Under the direction of the School Business Manager and admin colleagues, undertake duties relating to financial procedures to include ordering, raising invoices and following up on late payments.
- To recognise and support the key role the office plays as being the first point of contact for all within school and to maintain high standards of efficiency and organisation to meet these requirements.

Administration:

- To contribute to the effective and efficient running of the school office.
- To play an active role in ensuring that the school office is an effective point of contact for all stakeholders and visitors to the school, as well as the centre of daily administration.
- Undertake clerical tasks to include attendance, school clubs/trips/visits, parent communication.
- Deal with enquiries from and liaise with parents, members of the public, Trust staff and visitors.
- Provide an efficient telephone service, filtering phone calls, taking and distributing messages in a timely manner and providing information.
- Receive visitors and provide hospitality where appropriate.
- To undertake word-processing, emailing, communication and photo-copying tasks. Contribute to the preparation and production of school publications.

Job Description *continued*

Qualities:

- Build positive and respectful relationships across the school community.
- Model excellence and demonstrate a commitment to high quality service delivery.
- Understand the importance of working together as a team.
- Be able to work collaboratively with the wider team and colleagues.
- Maintain confidentiality in all circumstances.
- Uphold public trust in the school and maintain high standards of ethics, behaviour and professional conduct.
- Serve in the best interests of the school's pupils.

Professional Development:

- Engage with appropriate training opportunities to promote professional effectiveness in the role.
- Actively engage and contribute to the performance management process.

Communication:

- Demonstrate highly effective communication skills with all stakeholders.
- Develop effective positive working relationships with colleagues.
- Consider the views of both pupils and parents and respond appropriately.
- Feedback to the Office Manager any key points or actions from parent or stakeholder correspondence.
- Welcome parents, pupils and visitors to sustain the effective development of stakeholder relationships.
- Use direct face-to-face communication in the workplace to promote open dialogue where possible.
- Assist with marketing and promoting the school.

Safeguarding:

- To ensure visitors and contractors are signed in via the electronic system and are aware of the school's safeguarding and health and safety expectations.

School & Trust Culture and Ethos:

- Be committed to safeguarding and promotion of the welfare of children.
- Comply with the policies and procedures developed by the school and Trust.
- Ensure a culture of professionalism.
- Operate within an office team that delivers and meets the needs of the school.
- Provide a professional and welcoming reception for all visitors and parents and ensure all visitor checks and processes are in place on entry/exit.
- Present, at all times, a positive image of the school and Trust to all staff, parents and visitors both internally and externally.
- Recognise own strengths and areas of expertise and use these to support others.
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy.
- Actively support and deliver the school's vision and values.



| Attributes | Essential | Desirable | Evidence |
|--|---|---|---|
| Education, Training and Qualifications | <ul style="list-style-type: none"> GCSE or equivalent in English and Maths. Willing to undertake training relevant to the role. | <ul style="list-style-type: none"> Evidence of relevant further professional development related to role. | <ul style="list-style-type: none"> Application form Certificates |
| Experience and Knowledge | <ul style="list-style-type: none"> Experience working within a busy office environment. Experience engaging with parents/carers, stakeholders. Experience using Microsoft Office packages, Google Drive Knowledge of MIS including Arbor Experience managing school administration to include but not restricted to attendance, school meal numbers Knowledge and experience using communication systems such as Parent Mail. Knowledge of financial systems. | <ul style="list-style-type: none"> Experience working in a school office. | <ul style="list-style-type: none"> Application form Reference |
| Skills and Abilities | <ul style="list-style-type: none"> Understanding of equal opportunities prevalent to education and how these are effectively addressed; Ability to provide a first point of contact service for visitors, staff, parents and pupils. Strategic planning and thinking; Anticipate problems, develop creative solutions; Listen to and reflect on feedback from others; Excellent communication skills and high levels of oral, written and ICT skills; Able to build and maintain positive relationships with the office staff team as well as pupils, parents and other staff members and stakeholders; Ability to organise and prioritise. Warm and approachable manner and the ability to relate to a wide range of stakeholders. | <ul style="list-style-type: none"> Knowledge of procedures and regulations relevant to leading a support function. | <ul style="list-style-type: none"> Application form References Interview Specific tasks at interview (written task, discussion, presentation) |
| Drive and Ambition | <ul style="list-style-type: none"> Ambitious for the school and self; Commitment to the promotion of the school aims, values and ethos; A solution focussed mind-set and determined approach using initiative and independence; Positive outlook and attitude; a lively, creative and good humoured approach; Genuine concern for the welfare of staff and pupils. | | <ul style="list-style-type: none"> Application form References Interview |
| Personal Qualities | <ul style="list-style-type: none"> Able to work under pressure, high levels of resilience and manage own workload; A strong sense of loyalty, integrity, enthusiasm and dynamism with a desire to work collaboratively within a team; A strong sense of professionalism, commitment to upholding standards and setting an appropriate example; Excellent attendance and punctuality; An understanding of and commitment to Belmont and LSEAT Trust policies. | | <ul style="list-style-type: none"> Application form References Interview |

How to apply:

Applications will only be considered when completed online using the platform ePloy (please see link). We reserve the right to close the window of applications before the date below should there be a high volume of applications that meet the job description and personal specification.

If you wish to discover more about this exciting opportunity, please contact:

Sue Gonzalez, Belmont Office Manager: susan.gonzalez@belmont.lseat.org.uk or 01322 432057.

Visits to the school are encouraged and can be arranged by contacting the school on the number shown above or via the general office email address: office@belmont.lseat.org.uk

Closing date: Monday 20th February 2026 at midday

Interviews: Friday 27th February 2026

Start date: We anticipate the start date to be after the Easter half term (around 13th April) but this will be confirmed as part of the recruitment process.

