

Job Description

Post:	L3 Admin Assistant
Pay Scale:	Grade 4 (SCP 7-11)
Responsible to:	Headteacher
Main Location:	School based

Main Duties

- Managing and organising cover for absent staff both teaching and non-teaching.
- Organising and providing induction and support for supply staff both teaching and non-teaching.
- Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.
- Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
- Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies
- To respond to general day-to-day queries from staff, students, parents and external visitors.
- To support the monitoring and production of accurate data.
- To provide administrative support as required, including the production of letters, report and schedules, and to utilise other ICT packages e.g. email, databases, spreadsheets, and the internet.
- To take notes/minutes of meetings and support the organisation of meetings including typing agendas, collating papers, book meeting rooms and arranging refreshments.
- To undertake reception duties, acting as first point of contact; answering routine telephone and face-to-face enquiries. Welcoming visitors to the school ensuring that health and safety and safeguarding procedures are followed, signing in visitors, issuing visitors badges, escorting visitors if required, and signing visitors out when they leave.
- Undertake student first aid/welfare duties, looking after sick students, liaising with parents and staff in accordance with school procedures.
- To make arrangements for school trips, immunisations, etc, as directed.
- To collate and maintain data and pupil reports and to produce management information/data as required.
- To support and attend parent meetings as and when required.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification

Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application

**Essential /
desirable**

Evidence

Qualifications		
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	E	A/C
To possess or be willing to work towards a Level 2 qualification in Business Administration.	E	A/I/C
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.	E	A/I/C
Knowledge & Experience		
Experience or knowledge of Cover within an education setting	E	A/I
Experience of working in a busy administrative environment	E	A/I
Experience of liaising with external agencies	E	A/I
Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.	E	A/I/R
Understanding of the importance of safeguarding/child protection when working in a school setting	E	A/I
Knowledge of SEND in a school setting	D	A/I
Knowledge of data protection/GDPR and understanding the importance of maintaining confidentiality.	E	A/I
Ability to prioritise own workload and work to deadlines	E	A/I/R
Technical Skills & Ability		
Able to use office equipment e.g. photocopier, fax.	E	A/I
Excellent written and verbal communication skills and ability to deliver effective customer service over the telephone and in person.	E	A/I/R
Able to follow instructions and work within policies and procedures without direct supervision.	E	A/I
Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook.	E	A/C
Special working conditions		

Requirement to undertake First Aid Training and provide first aid cover as necessary	E	A/I
Ability to attend meetings out of school hours	E	A/I
Personal characteristics		
Excellent communication skills and ability to deliver effective customer service in person, on the telephone and via email	E	A/I/R
Have a professional appearance and manner	E	A/I
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I
Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities	E	A/I
Flexible in approach and able to meet the changing demands of the role	E	A/I