ST JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Job Description

Job title: Administration Assistant – Band 2

**Purpose:** To provide administrative support for the school.

**Hours** : 20 hours per week, Monday-Friday, 8.30am - 12.30pm

**Major Objectives:**

1. To ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date.
2. To ensure that callers and visitors to the school are dealt with in a friendly and courteous manner and that they or their queries are directed to the appropriate member of staff.
3. To ensure accuracy and confidentiality in dealing with requests and maintaining records.
4. To ensure that all allocated regular or scheduled administrative tasks and record updates are performed on time.
5. To ensure that all forms received are complete, accurate and processed correctly.
6. To comply with the appropriate Government, Local Authority (LA) and the schools' policies, procedures and systems.
7. To follow the requisite procedures and legislation regarding confidential information e.g., the Data Protection Act.

**MAIN TASKS:**

1. Provide first level advice, both face to face and on the telephone, to parents, carers, and other callers to the school.
2. Updates and maintains the relevant filing, clerical or computerised record systems, databases, spreadsheets etc.
3. Provides general administrative and clerical support for both SLT and whole school.
4. Collection of money due to school. e.g. Dinner money, uniform sales /School visits
5. Organise the administration for school visits, working with the EVC leader. duties include letters to parents/booking of venues/coach hire/ensuring compliance of school procedures are met.
6. Keeps up to date with relevant guides, procedures, forms, etc. used in school.
7. Assists in organising events e.g., trips, parents evening, school visits, etc.
8. Any other duties as required by the Office Manager / Headteacher.

**ST JOHN FISHER CATHOLIC VOLUNTARY ACADEMY**

**Person Specification**

**ADMINISTRATION ASSISTANT – ASSESSMENT**

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| **Job requirements: Essential (E) or Desirable (D)** | **E/D** |
| **Training and Education** | * A level of numeracy and literacy sufficient to carry out the duties of the post.
* A level of ICT skills sufficient to carry out the duties of the post.
 | EE |
| **Experience** | * Previous experience of dealing with young people.
* Previous experience of word processing correspondence.
* Previous experience of using databases, e.g., Arbor and Excel.
* Previous experience of minute taking.
 | DEDD |
| **Equal Opportunity** | * Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.
 | E |
| **Other Skills** | * Excellent interpersonal skills and telephone manner.
* Able to organise own work and work with others to meet deadlines.
 | EE |
| **Other Conditions**  | * Must be prepared to work occasionally out of school hours, INSET days and some prearranged days in the school holidays to support the service.
* Able and willing to attend/achieve further training/ qualifications where appropriate.
* Must satisfy relevant pre-employment checks, e.g. Disclosure and Barring Service (DBS).
* ­­­Committed to the Mission Statement, values and ethos of St John Fisher CVA
 | EEEE |