



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Administration Assistant

Reporting to:	Office Manager
Grade/Salary:	Band 2, Scale Point 3 – 5
Contract Type:	Part-time, Fixed term
Hours:	25.5 hours per week
Location:	Saint John Houghton Catholic Voluntary Academy, Abbott Road, Kirk Hallam, Ilkeston, DE7 4HX

Main Purpose

To provide general/admin support to the Admin team and provide cover for other roles where necessary.

To do any admin tasks as required by the Office Manager.

Duties and Responsibilities

General/Admin Assistant

- Deliver first aid when required – full training provided.
- Support the Senior Leadership Team with providing a lunch time duty position
- Type routine correspondence and complete standard forms using Microsoft Office packages.
- Sending emails and text by Schoolcomms.
- Open and distribute post to staff according to areas of responsibility
- Updated Sims and Go4Schools records.
- Photocopy documents as required.
- Adding new information in the school calendar.
- Book meeting rooms.
- Assist with school photographs.
- Amending and deleting information as required.
- Any other admin tasks as required by the Office Manager.
- Attend and participate in meetings and training events as required including review of performance termly.

Reception/Admin cover

- First point of contact for enquiries by telephone, email or in person
- First point of welcome, record and sign visitors and students in and out of the premises and issue visitor passes
- Print out bus traveller list in the event of late buses and co-ordinate student signing in at reception



- Take messages by telephone and from the answer machine, passing on messages accurately and immediately by email to members of staff
- Contact parents/carers asking for the collection of sick students on behalf of other staff
- Operate emergency procedures and telephone 999 for emergency services when requested to do so
- Arrange for urgent messages to be passed to students during lesson time using established procedures
- Maintain a clean and tidy reception area welcoming to visitors at all times
- Ensure Registration Notes/Absence Notes/Signing-In Sheets/Visitor Badges are always available.

Behaviour

- Ability to deal with sensitive information in a confidential manner
- Ability to relate well to students and adults, maintaining a professional working relationship at all times
- Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these
- Flexible and positive approach
- Excellent team working skills

Skills

- Excellent ICT skills, in particular in the use of Sims/Schoolcomms and Microsoft Office applications
- Good numeracy and literacy skills
- Professional welcoming and telephone manner

In carrying out the role the post holder will:

Be aware of and comply with all academy policies and procedures in particular regarding safeguarding and child protection and health and safety, reporting all concerns to the appropriate person immediately.

Contribute to the overall ethos and Mission Statement of the academy.

Treat all data, information and matters handled in connection with academy business in the strictest confidence and in line with Data Protection protocols.

Participate in training, other learning activities and performance development as required.

Be flexible in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level in pursuance of effective learning and teaching and effective team working.



Person Specification

Administration Assistant

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English	✓		
	Level 3 qualification in business administration or equivalent experience	✓		
	Evidence of commitment to continuing professional and personal development	✓		
Experience	Experience of working in a busy admin/secretarial position	✓		
	Experience of working in a school office		✓	
Skills and Knowledge	A commitment to continual professional development	✓		
	Excellent ICT skills	✓		
	Excellent verbal and written communication skills	✓		
	Excellent planning, organisation and negotiation skills	✓		
	Knowledge of school administrative systems		✓	
Personal Qualities	Flexible in terms of working hours and duties	✓		
	Able to communicate effectively	✓		
	Uphold and promote the Catholic ethos and values of the school	✓		
	Able to adapt to changing circumstances and new ideas	✓		
	Attention to detail	✓		
	Can-do attitude and solution focused approach	✓		
	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding, equality, diversity and inclusion	✓		



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____