

St Aelred's Catholic Primary School Administration Assistant – Vacancy

Post: Administration Assistant

Salary: York Grade 5 (£20,422 per annum, reduced pro-rata)

Contract: Permanent

Start date: As soon as possible

Hours: 21.75 hours per week; term time only (including training days plus two weeks)

Working Pattern: Wednesday, Thursday & Fridays or Monday, Thursday & Fridays.

St Aelred's Catholic Primary School is seeking to recruit an Administration assistant. We are seeking to appoint an enthusiastic, conscientious, and well organised administrator with a "can do" attitude to work within our administrative team.

You will need to be able to work independently and as part of our administrative team with excellent organisation and communication skills. Be a confident user of IT including Word, Excel and have a good standard of literacy. You will not be afraid of using new systems, be a self-starter/learner and positive adaptor to change. Experience of working in a school setting would be an advantage but not essential, as long as you have a willingness to learn.

The successful applicant will provide support with the day-to-day management of the school office, administration duties and be the warm and friendly face of the school.

This is a permanent term time only that includes working training days plus two weeks, working up to 21.75 hours per week. The successful applicant will be expected to work flexibly, covering for other members of the administration team in their absence and on occasion additional hours when needed.

The ideal candidate would have:

- Positive and resilient approach
- Engage well with parents and carers, demonstrating a professional and caring approach
- Excellent administration and prioritisation skills
- Previous experience of MIS systems and finance systems, such as Sage
- Office administration experience, outstanding communication, organisation, and interpersonal skills
- The ability to work with initiative to meet the demanding requirements of the role whilst ensuring deadlines are met
- Excellent IT skills
- Good standard of education including maths and English

If you would like to be considered for this rewarding role in a supportive and friendly team, please refer to the job description and person specification and other supporting documents to apply:

- Application form
- Consent to obtain references form
- Recruitment monitoring form

An application form and related documents are available to download from the school website: <https://staelreds.co.uk/about-us/join-our-team/>

If you have any questions about the school or role, please email the school office office@stael.smccat.org.uk or phone 01904 806075

Please return completed application forms to bparrott@smccat.org.uk

CV's will not be considered.

Closing Date: Monday 14 February 12 Noon

Interview Date: Thursday 17 February 2022

Start date: As soon as possible

SMCCAT and the school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

Job Description

Job Title:	Administration Assistant: Grade 5
School:	St Aelreds Catholic Primary School

Main Purpose of the Job

To provide an effective and efficient administrative service for the school.

- Assist with the organisation of the administrative systems of the school.
- Provide reception service, dealing with queries from parents, pupils, staff and public.
- Provide organisation/administration support to both teaching and non-teaching staff.
- Liaise with Local Authority departments, the Diocese of Middlesbrough, St Margaret Clitherow Catholic Academy Trust, DfE and various external agencies.
- Assist other staff with IT and reprographic equipment.
- Ordering of supplies for staff, sourcing best value goods and inputting orders onto SAGE
- Assist with pupil welfare and communicating with parents
- Maintaining the School website and diary
- Assist teachers in organising trips and events, booking transport, setting up payments on Cash Office/ParentPay. Collection of all money coming into school, e.g. Dinner money, school visits,

music tuition and preparing for banking or monitoring online payments

- Arranging cover for absences, under the direction of the Headteacher
- All word processing requirements including letters to parents, governors' reports, school development action plans, school booklets for parents, policy documents and work of a highly confidential nature including referral reports etc. End of year pupils' reports to parents.
- Undertake other administration relating to pupil and staff data on MIS, including attendance analysis and admissions. Record and report on pupil absence, keeping accurate records. Making daily follow-up calls to parents/guardians as required. Entering Marksheets and assisting teaching staff to input pupil data and end of Key Stage results.
- Completion of the School Censuses, ensuring up to date data and contributing to the completion of the School Workforce Census and Catholic Education Service Census.
- Process all SEN related admin.
- Make sure all visitors have up to date DBS documentation. Maintaining the Single Central Register
- General photocopying and maintaining accurate filing both hard copies and electronically in INVU filing system.
- Ensuring deliveries have been checked and distributed correctly
- Deliver first aid to pupils, administer medicines to pupils
- Any other duties commensurate with the level of the post.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Experience & Knowledge		Essential	Desirable	Source
3	Previous experience of working in an administrative role	✓		A/I/R
4	Experience in school administration		✓	A/I/R
5	A sound understanding of all procedures essential to the educational environment in particular safeguarding and health and safety		✓	A/I/R
6	Experience of cash handling/banking/cashless payments	✓		A/I/R
7	Knowledge of health and safety and safeguarding regulations and procedures		✓	A/I
8	Knowledge of fire extinguishers and alarm system.		✓	A/I

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates

Qualifications & Education

		Essential	Desirable	Source
1	Good standard of basic education (GCSE Maths and English, or equivalent)	✓		A/CC
2	Paediatric First Aid or willingness to undertake		✓	A/CC

Skills

		Essential	Desirable	Source
9	Excellent IT skills with a knowledge and understanding of a range of systems, including experience of Microsoft Office Applications, management information systems (MIS) and websites	✓		A/I/R
10	Excellent interpersonal skills with effective written and oral communication	✓		A/I/R
11	Excellent numeracy skills and attention to detail	✓		A/I/R
12	Ability to work on own initiative and as part of a team	✓		A/I/R
13	Reprographic skills	✓		A/I/R
14	Ability to prioritise own workload and manage conflicting deadlines	✓		A/I/R

Personal Attributes

		Essential	Desirable	Source
15	Flexible approach to working arrangements in line with the duties of the post	✓		A/I/R
16	Willingness to attend training courses and meetings as appropriate and take responsibility for maintaining and improving personal skills, knowledge and experiences.	✓		A/I
17	Demonstrates tact, diplomacy and a high regard for confidentiality.	✓		A/I
18	Ability to form and maintain appropriate relationships and personal boundaries with children.	✓		A/I
19	Calm and patient manner	✓		I/R
20	Adhere to the need for confidentiality of information at all times.	✓		A/I