

Job Description	
<b>Post:</b>	Administration Level 2
<b>Pay Scale:</b>	Grade 3 (SCP) 5-6
<b>Responsible to:</b>	Headteacher
<b>Main Location:</b>	School based
Main Duties	
<ul style="list-style-type: none"> <li>• Under the direction of senior staff, provide administration, organisational and financial support to the school.</li> <li>• To undertake general financial administration, processing orders, invoices.</li> <li>• To maintain school stock and supplies.</li> <li>• To make arrangements for school trips.</li> <li>• To respond to general day-to-day queries from suppliers.</li> <li>• Reconciliation of charity money.</li> <li>• To appreciate and support the role of other professionals.</li> <li>• To support whole school duties as required.</li> <li>• To undertake general administration duties e.g. photocopying, filing, faxing, emailing, and completing routine forms.</li> <li>• To word process school documentation, including the production of letters, reports and schedules.</li> <li>• To accurately input information to databases/ spreadsheets and maintain manual and computerised records and management information systems.</li> <li>• To sort and distribute internal and external mail.</li> <li>• To collate registers and complete returns as required by the DfE and LA.</li> <li>• To undertake basic bookkeeping, collect monies and accurately record and balance funds. Examples may include the school fund, petty cash, school trips/events, photographs, postage, school meals, milk, telephone calls etc.</li> <li>• To act as a first point of contact, undertaking reception duties and answering telephone and face-to-face enquiries.</li> <li>• To welcome visitors to the school, ensuring that health and safety and safeguarding procedures are followed, including signing visitors in/out, issuing badges and escorting visitors as required.</li> <li>• To respond to general day-to-day queries from staff, pupils, parents and external visitors.</li> <li>• To make arrangements for external visitors, for example the school nurse, photographer and parents, in liaison with the Headteacher/Senior Staff.</li> <li>• To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, in accordance with school procedure.</li> <li>• To assist with other aspects of general administration within school.</li> <li>• To make a positive contribution to the school, supporting and promoting its ethos, aims and inputting to the development/improvement plan.</li> </ul>	
Professional standards and development	
<ul style="list-style-type: none"> <li>• Take responsibility for and participating in continuing professional development.</li> </ul>	

- 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.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
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
Working at or willing to work towards a Level 2 qualification in Business Administration	E	A/C
To be willing to undertake appointed person certificate in first aid	E	A/C
<b>Knowledge &amp; Experience</b>		
Previous experience of working in a similar role in an educational setting.	E	A/I
Experience of a range of administrative work including financial administration	E	A/I
Understanding of the importance of safeguarding/ child protection when working in a school setting	E	A/I
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	A/I

Able to build and maintain effective working relationships with pupils, colleagues, parents and visitors.	E	A/I/R
Able to organise own workload and prioritise tasks/ solve problems within a busy environment	E	A/I/R
<b>Technical Skills &amp; Ability</b>		
Able to use office equipment e.g. photocopier, fax	E	A/I
Excellent verbal and written communication skills and ability to deliver effective customer service over the telephone and in person	E	A/I
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/I
<b>Special working conditions</b>		
Ability to attend occasional meetings out of school hours	E	A/I
<b>Personal characteristics</b>		
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