



**The
St Gregory the Great
Catholic Academy Trust**

'Where love exists, it does great things'

Job Description	
Role	Administrative Assistant
Grade	B3
Responsible to	Headteacher/School Business Manager

Purpose of Role

To support the Head Teacher/School Business Manager by undertaking high quality administrative, financial and organisational processes, as required. Contributing to the planning and development of support services and ensuring the smooth running of the office.

To promote the safety and wellbeing of students and all stakeholders.

To promote and ensure the welfare and safeguarding of children at all times.

Responsibilities

To use clerical time efficiently and to ensure the smooth running of the office, maintaining up to date computer-based and manual filing systems

To support the Business Manager in updating and managing the administration systems in school

To operate relevant ICT packages e.g. word, excel, publisher, databases, spreadsheets, internet, mail merge

To assist in the development of the School website in respect of updating information and importing/exporting data

To provide general clerical/administrative support, including duplicating/photocopying, other reprographics, completing standard forms, responding to routine correspondence

Act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner.

To maintain the Business Manager's diary in their absence, arrange appointments; deal with enquiries in a friendly, efficient and approachable manner.

To distribute both internal and external mail.

To assist in the organisation and booking of visits and events

To take minutes at meetings

To assist the Business Manager in dealing with correspondence, records and enquiries relating to the school.

To control the issue of stationery and maintain stationary stocks

To attend relevant meetings and training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role

Ensure that electronic and paper-based records are kept updated

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.

Be aware of and comply with school and St Gregory the Great Catholic Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Person Specification	
Role	Administrative Assistant
Grade	B3

Qualifications	E	D	M
NVQ Level 2 or equivalent qualification in numeracy and literacy		X	A

Skills	E	D	M
Able to communicate effectively with a wide range of people	X		A,I
Able to input/ retrieve information from databases and information systems	X		A,I
Able to process documentation using Word	X		A,I
Ability to work constructively as part of, a team	X		A,I
Able to prioritise work to meet conflicting deadlines	X		A,I
Able to demonstrate good numeracy & literacy skills	X		A,I
Able to assist in the training of new team members	X		A,I
Ability to take minutes		X	A,I

Knowledge	E	D	
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	X		A,I
Knowledge of general office procedures and practices	X		A,I
Knowledge of relevant financial regulations to carry out financial transactions		X	A,I

Experience	E	D	I
Experience of dealing with queries from a wide range of people	X		A,I
Experience of working in partnership with others to deliver work to set deadlines		X	A,I
Experience of providing customer focussed services	X		A,I
Experience of participating in teams and working on own initiative	X		A,I
Experience of using Microsoft software	X		A,I
Of extracting and analysing data from information databases and systems		X	A,I

Behavioural/Personal Characteristics	E	D	I
Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy.	X		A,I
To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies.	X		A,I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	X		A,I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		A,I
Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults	X		A,I

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment A= Application Form I= Interview T= Test/Assessment Task