



Administrative Assistant

Job Description

- Reporting to:** Headteacher
- Liaising with:** Parents, students, visitors, colleagues, external suppliers and members of the public/local community
- Grade and Salary:** SRS Band 2, Scale Point 3 - 5

Specific areas of responsibility and key tasks:

- To provide routine support in the general, administrative, welfare and financial administrative functions of the school.
- To promote the ethos of the school when communicating with children, staff, parents, governors and visitors.
- To provide a positive image of the school in accordance with the mission statement.
- To provide an excellent reception service for the school including operating the telephone system, welcoming and directing visitors, acting as a central information point.

Organisation

- Undertake all reception duties, answering routine telephone and face to face enquiries and signing visitors in and out of the premises.
- Assist with pupil first aid/welfare duties, liaise with parents, staff etc.
- Process orders and receipt goods on behalf of the school.
- To assist with booking and arranging educational visits and trips.
- To assist with filing, handing and inputting information and data to an exacting standard.

Administration

- Provide routine clerical support e.g. photocopying, filing, scanning, emails and completion of routine paperwork.
- Maintain manual and computerised pupil records e.g. ParentMail, Integris
- Undertake routine administration e.g. checking registers, registering school meal choices and relaying information to the leadership team.
- Support the needs of the teaching staff as and when required under the direction of the Headteacher and/or Office Manager.
- Assist the Office Manager with the administration and distribution of reports to parents.
- Distribute correspondence to parents through online systems and through printed means.
- Ensure that parents and carers are aware of procedures for claiming free school meals and paid meals.
- Ensure safe collection, correct handling and recording of dinner monies.
- Be accountable for the accurate completion of parent contact details.



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- Assist with home time arrangements and dismissal of children who are not collected on time.
- Undertake administrative procedures relating to the school roll, admissions and withdrawals, ensuring procedure is followed correctly.

Resources

- Distribution and storage of supplies.
- Record dinner/trip money accurately and promptly.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, data protection reporting all concerns to the appropriate person.
- Be aware of and support the equal opportunities policy.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development.
- Follow set office systems and enforce said systems when completing jobs, orders or communications on behalf of other staff.
- Ensure regular, concise communication with Office Manager and Head Teacher.

Additional Duties

- Perform any task or duty under the reasonable direction of the Operations Manager/Headteacher.

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Office Administrator

Person Specification

A Training and Qualifications	Essential	Desirable
Five GCSEs including a minimum of GCSE (or equivalent) grade C in English and Mathematics		Y
Level 3 qualification in business administration or equivalent experience		Y
Evidence of commitment to continuing professional and personal development	Y	
B Experience		
Experience of working in a busy admin/secretarial position	Y	
Experience of working in a school office		Y
C Professional Knowledge and Skills		
A commitment to continual professional development	Y	
Excellent ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	
Knowledge of school administrative systems		Y
D Personal Attributes		
Willingness to support Catholic life in schools	Y	
Professional, friendly and approachable and able to relate well to staff, students and visitors	Y	
Excellent telephone manner	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focussed approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	
E Safeguarding		
Understanding of responsibilities of the Trust and schools in ensuing compliance with all relevant legislation		Y