

**Administrative Assistant
Job Description 2024**

Job Title:	Administration & Organisation Level 3
Grade:	Broad Band 2 Step 1-3
Department:	Children's Services
Section:	St. Vincent's Catholic Primary School
Responsible to:	Headteacher
Responsible for:	Number of Staff: None

Purpose of Job

Under the guidance of senior staff: be responsible for undertaking administrative/financial/organisational processes within the school.

Assist with the planning and development of support services.

Main Responsibilities

TASKS

ORGANISATION

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Assist in the recruitment, supervision, training and development of other support staff

ADMINISTRATION

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required especially attendance and punctuality or any data relating to free school meals
- Undertake typing and word-processing and complex IT based tasks
- Provide personal – administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Manage admissions to the school including casual admissions and management of CTFs
- Ensure the website is kept up to date
- Manage Arbor by supporting parents and keeping pupil records updated
- Support management of medical needs- liaising with external bodies, maintaining accurate records, updating health plans and medication

RESOURCES

- Operate relevant equipment/complex IT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school (hats, bags, ties, school photographs and online orders)
- Manage all school meals payments and liaise with catering team
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".
