**Administrative Assistant**

**Main Purpose:**

The Administrative Assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

**Duties & Responsibilities:**

**General Administration**

* Update manual and computerised record/information systems
* Update and maintain the school calendar
* Manage and organise completed forms from parents and carers
* Organise and distribute incoming and outgoing post
* Provide administrative support to staff as needed
* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Assist with organising parents’ evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Task as directed to support administrative function of the school
* Communication to school stakeholders

**Attendance Administration**

* Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
* Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

**Reception**

* Act as a first point of contact for parents/carers and visitors arriving at the school
* Deal with telephone and face to face enquiries efficiently and in a professional and supportive manner.
* Seek support from colleagues, where necessary, to respond to complex enquiries
* Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
* Assist staff and pupils with the information and support they need

**Safeguarding**

* Control access to the school in line with the school’s safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
* Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures.

**Written communication**

* Write and send email responses that are professional and uphold the school’s vision and values
* Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
* Assist with marketing and promoting the school

**Other areas of responsibility**

* Read and follow the relevant school policies
* Undertake training required to develop in the role
* Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy
* Contribute to the safety of children and young people and protect them from harm
* Administering Medication
* Organising Trips & Clubs

**Person Specification;**

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| --- | --- |
| **Criteria** | **Qualities** |
| **Qualifications & Training** | * First Aid Training (or willingness to complete it) * GCSE English and Maths or equivalent * Commitment to undertake further professional development if required |
| **Experience** | * Carrying out administrative tasks * Dealing with face-to-face and telephone interactions * Working with children or young people * Working and collaborating within a team |
| **Skills and knowledge** | * Good oral and written communication skills * Ability to respond quickly and effectively to issues that arise * Ability to plan, organise and prioritise to meet deadlines * Excellent attention to detail * Ability to use IT packages including word processing, spreadsheets and presentation software * Ability to use relevant office equipment effectively * Ability to build effective working relationships with colleagues * Understanding of data protection and confidentiality * Understanding of safeguarding |
| **Personal Qualities** | * Commitment to promoting ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively |

Closing date: 25th April 2025 9am

Interviews: 1st May 2025

Visits to the school are highly recommended, but do not form part of the recruitment process. Please contact the office to arrange an appointment.

Email: recruitment@stwilfridsbh.org.uk

Application forms and other documents can be obtained from our website <http://www.st-wilfrids-burgesshill.w-sussex.sch.uk> or by emailing recruitment@stwilfridsbh.org.uk

*St Wilfrid’s Catholic Primary School is fully committed to safeguarding children. The post will be subject to satisfactory references, health checks and Disclosure and Barring Service checks. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Proof of the right to work in the UK will also be required.*