



BLESSSED SACRAMENT ROMAN CATHOLIC SCHOOL

Job Description

POSITION: Administrative Assistant

GRADE: Scale 4, Spine Points 8 – 11

HOURS: 35 hours per week, TTO

RESPONSIBLE TO: Business Manager

Purpose of the Post

- To assist in the management of an effective and efficient administrative service and to be the first point of contact for all visitors and callers to the school.
- The post holder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.
- Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Executive Headteacher and/or Head of School.

Main Responsibilities

1. To provide reception duties for the school by being a welcoming first point of contact for all visitors, responding to enquiries where possible or referring to the appropriate member of staff as required.
2. Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.
3. To monitor access to the site, ensuring visitors sign in and out and are given badges as appropriate, in accordance with safeguarding procedures.
4. To ensure rooms for visiting professionals and meetings are organised and appropriately resourced, providing refreshments when necessary.
5. To ensure all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures.
6. To maintain a message book, electronic school calendar and organise appointments as necessary.
7. To maintain school notice boards and ensure public areas present a professional working environment at all times.
8. To assist with maintaining suitable stock levels and ensure supplies for the school are ordered, received and distributed.
9. To answer the telephone as required and deal with answer machine messages. To ensure accurate, timely messages are forwarded to staff in writing (or email).
10. To use photocopiers and fax machines as necessary and distribute work produced.
11. To collate and dispatch papers for meetings in a timely fashion.
12. To assist in checking school emails, responding/forwarding as appropriate.

13. To assist with routine cash handing duties including trip money / school journey.
14. Daily collection and accounting of money.
15. To be responsible for the administration and accounting systems relating to parental contributions under the direction of the School Business Manager.
16. To administer First Aid to persons in the school, given appropriate training.
17. To assist in updating the school website.
18. Use the FMS software to enter orders and invoices.
19. To assist with provision/distribution of letters and reports as required.
20. To provide general office duties including photocopying, filing, dealing with post, checking deliveries against delivery notes and re-distributing to the relevant persons and following up discrepancies.
21. To undertake word processing of documentation / letters reports, memos etc. as requested, under the guidance of senior admin staff.
22. To carry out appropriate clerical duties to assist the admin team and other staff.
23. To assist in the preparation and submission of minor accident reports to Local Authority.
24. To provide admission information to parents and carers.
25. To use computer equipment to input and extract data as required.
26. To assist in maintaining the school's MIS (Sims).

Other Duties

27. To work as an integral part of the admin team, supporting and covering other members as required.
28. To use information technology systems as required, to carry out the duties of the post in the most efficient and effective manner.
29. To assist with the planning and organisation of special events across the school, including open days, school community events.
30. To ensure that all duties are performed in accordance with School Policy and Procedures and the Council's Standing Orders and Financial Regulations.
31. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.
32. To carry out the duties and responsibilities of the post, in accordance with the school' and children's centre's Health and Safety Policy and relevant H&S Guidance and Legislation.
33. To promote the safeguarding of children.
34. To undertake training and professional development as appropriate.
35. To undertake other duties appropriate to the post that may reasonably be required.

Personal Responsibilities

36. To monitor and manage your own workload and keep records in an agreed format.
37. To achieve agreed targets and personal appraisal targets as agreed by the line manager.
38. To be professional in dress and manner at all times.

39. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Confidentiality

40. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

Performance Standards

41. To ensure that the school's customer care standards are met and adhered to.
42. To ensure that all duties are performed in accordance with the Council's financial regulations.
43. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job Description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Signed.....

Date.....



Person Specification

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RESPONSIBLE TO: Business Manager

| ESSENTIAL CRITERIA | |
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| EDUCATION AND EXPERIENCE | |
| E.1 | One-year clerical/administrative experience. |
| E.2 | Experience of Sims FMS and Sims. NET. |
| SKILLS, KNOWLEDGE AND ABILITIES | |
| E.3 | Ability to work under pressure and meet tight deadlines. |
| E.4 | Ability to produce accurate and detailed information. |
| E.5 | Excellent skills with systems, databases and Microsoft Office. |
| E.6 | Awareness of security and separation of duties. |
| E.7 | Ability to communicate effectively in writing, on the telephone and face to face <ul style="list-style-type: none"> • draft correspondence independently; • write and communicate verbally clearly and concisely. |
| E.8 | Ability to build and maintain an effective working relationship with a wide variety of people. |
| E.9 | Diplomatic approach in dealing with difficult situations. |
| E.10 | The ability to fundraise. |
| E.11 | Ability to work on own initiative and contribute ideas to the improvement of admin services at the school. |
| E.12 | Ability to maintain strict confidentiality in all matters. |
| E.13 | A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. |
| E.14 | Ability to form and maintain appropriate relationships and personal boundaries with children and young people. |
| E.15 | An understanding of and commitment to the Council's Equal Opportunities Employment Policy. |
| SELECTION CRITERIA – Essential (E) and Desirable (D) | |