

<p align="center">St. Leonard's Catholic School</p> <p align="center">Job Description</p> <p align="center">Administrative Assistant (Goods Inward)</p>	
Job Title	Administrative Assistant (Goods Inward)
Grade	Grade 2
Hours of Duty	30 hours per week 8.45 a.m. – 3.15 p.m. Monday to Friday
Postholder	
Contract Status	Permanent – Term Time Only + 10 days (to be negotiated)
Responsible to:	<ul style="list-style-type: none"> Responsible to the Head Teacher and the Head's P.A.
Principal Function	<ul style="list-style-type: none"> To be responsible for the efficient sorting and distribution of incoming mail. To follow financial procedures in the checking and distribution of all incoming goods. To facilitate the well-being of pupils, to ensure pupils can participate in classroom activities to achieve their full potential. To assist in the effective and efficient running of the School Office. To act as a first point of contact with the School for parents and others. To ensure that the duties undertaken operate as an effective, efficient and professional administrative service. To maintain the ethos of the school community. To contribute to the safeguarding and promotion of the welfare and personal care of children and young people. The role and systems may develop with the passage of time and therefore requires an ability to adapt to any new innovations in response to the changing environment.
Main Areas of Responsibility: Administrative	<ul style="list-style-type: none"> To be responsible for the receipt and distribution of all incoming mail. To be responsible for signing for incoming goods and retaining and filing delivery notes. To ensure that goods are checked as correct, to report any shortages to the supplier as soon as possible and before any related invoice is paid. To maintain accurate records in accordance with financial procedures. To inform budget holders when goods arrive and arrange for its collection as quickly as possible. To liaise with firms regarding deliveries and chase up any

	<p>outstanding orders.</p> <ul style="list-style-type: none"> • To inform the person i/c of ordering and invoicing to cancel any out-of-stock items from orders placed to ensure accuracy of commitments on SIMS financial summaries. • To work as part of the team responsible for ordering and invoicing and to keep all informed of the progress of goods. • To ensure all Invoices are checked for accuracy before they are sent for payment. • To maintain and order stationery and equipment for the admin office. • To be able to use the SIMS system efficiently. • To be able to produce reports from the SIMS system when required. • Undertake general administrative duties e.g. receiving deliveries and visitors ensuring that they sign into the School and are given security badges. • Respond to enquiries, both verbal and written, for school profile and other information. • Support the management by formal and informal communications in the School. • Entering educational visit information on to the school gateway system.
<p>Main Areas of Responsibility:</p> <p>Supporting Staff</p>	<ul style="list-style-type: none"> • Support staff by the provision of general clerical work in the School. • Provide staff with pupil information as required. • Do any typing as required by staff.
<p>Main Areas of Responsibility:</p> <p>Supporting Pupils</p>	<ul style="list-style-type: none"> • To provide day-to-day support for health related problems by providing initial assessment and treatments for illness and injury as they arise on a daily basis. • Provide care for pupils with special educational (medical) needs by administering and monitoring medications and/or other specific needs that require accommodation during the school day. • Manage arrangements for immunisation programmes, liaising between local health clinics and school staff. • Provide pupils with relevant information as requested. • Deal with or report to the relevant member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Obtain a nationally recognised First Aid qualification and attend suitable refresher courses in order to keep qualifications up to date. • Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. • Co-operate with the employer on all issues to do with Health, Safety and Welfare.
<p>Continuing Professional Development</p>	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which

	<p>may lead to improvements in the day-to-day running of the school.</p> <ul style="list-style-type: none"> • Undertake any necessary professional development taking full advantage of any relevant training and development available.
Additional Duties for this Post	<ul style="list-style-type: none"> • Provide cover for Reception. • To keep Reception area a pleasant and welcoming place for visitors. • To keep the School Admin Open Area clutter free by removing any out-of-date documents. • To maintain Procedures File. • Any other duties in line with the level of this post.
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.</p>	

Signed:

Date: