



## **ST JOSEPH'S CATHOLIC ACADEMY**

### **JOB DESCRIPTION**

**POST TITLE:** Administrative Assistant

**GRADE:** Band 4

**RESPONSIBLE TO:** Finance & Business Manager

#### **Overall Objectives of the Post:**

Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.

#### **Key Tasks of the Post:**

1. **Organisation** - You will provide an efficient and effective organisational support to the school:
  - Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors.
  - Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
  - Assist in arrangements for schools trips, events etc.
  
2. **Administration** - You will provide an efficient and effective administrative support to the school:
  - Provide general clerical/admin. Support eg photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
  - Maintain manual and computerised records/management information systems
  - Produce lists/information/data as required eg pupils/staff data
  - Undertake typing and word-processing and other IT based tasks
  - Undertake ICT tasks within the approved IT systems.
  - Take notes at meetings and prepare minutes
  - Sort and distribute mail
  - Undertake administrative procedures
  - Maintain and collate pupil reports
  - Undertake routine administration of school lettings and other uses of school premises

3. **Resources** - You will provide effective and efficient support to the development of resources.  
You will:
- Operate relevant equipment/ICT packages (eg word, excel, databases, spreadsheets, Internet, SIMS/finance based systems)
  - Maintain stock and supplies, cataloguing and distributing as required.
  - Operate and record dinner money and all other school sales eg uniform, concert tickets, etc (all operations to be carried out in line with current agreed Financial Regulations)
  - Provide general advice and guidance to staff, pupils and others
  - Undertake general financial administration eg processing orders
4. **Responsibilities** - You will contribute to the overall school's achievement of its objectives.  
You will:
- Be aware of and comply with 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 difference and ensure equal opportunities for all
  - Contribute to the overall ethos/work/aims of the school
  - Appreciate and support the role of other professionals
  - Attend and participate in relevant meetings as required
  - Participate in training and other learning activities and performance development as required.
  - Provide support and guidance and supervision to staff that may come under your responsibilities.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain a Enhanced Certificate of Disclosure.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: BTG

Date: November 2017