

<b>St. Leonard's Catholic School</b>  <b>Job Description</b>  <b>Administrative Assistant (Reception)</b>	
Job Title	Administrative Assistant
Grade	Grade 3
Hours of Duty	24 hours per week 8.00 a.m. – 4.30 p.m.
Postholder	
Contract Status	Permanent – Term Time Only + 12 days
Responsible to:	<ul style="list-style-type: none"> <li>Responsible to the Headteacher and the Finance &amp; Business Manager</li> </ul>
Principal Function	<ul style="list-style-type: none"> <li>To assist in the effective and efficient running of the School Office.</li> <li>To act as a first point of contact with the School for parents and others.</li> <li>To ensure that the duties undertaken operate as an effective, efficient and professional administrative service.</li> <li>To maintain the ethos of the school community.</li> <li>To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education.</li> <li>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.</li> </ul>
Main Areas of Responsibility:  Administrative	<ul style="list-style-type: none"> <li>Undertake general administrative duties e.g. receiving deliveries and visitors ensuring that they sign into the School and are given security badges.</li> <li>Respond to enquiries, both verbal and written, for school profile and other information.</li> <li>Support the management by formal and informal communications in the School.</li> <li>Aid in the despatch of outgoing communications e.g. email and post.</li> </ul>
Main Areas of Responsibility:  Supporting Staff	<ul style="list-style-type: none"> <li>Support staff by the provision of general clerical work in the School.</li> <li>Provide staff with pupil information as required.</li> </ul>
Main Areas of	<ul style="list-style-type: none"> <li>Provide pupils with relevant information as requested.</li> </ul>

Responsibility: Supporting Pupils	<ul style="list-style-type: none"> <li>• Deal with or report to the relevant member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.</li> <li>• Set a good example in terms of personal presentation, attendance and punctuality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety and Welfare.</li> </ul>
Continuing Professional Development	<ul style="list-style-type: none"> <li>• 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 may lead to improvements in the day-to-day running of the school.</li> <li>• Undertake any necessary professional development taking full advantage of any relevant training and development available.</li> <li>• Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.</li> </ul>
Additional Duties for this Post	<ul style="list-style-type: none"> <li>• To open <a href="mailto:admin@st-leonards.durham.sch.uk">admin@st-leonards.durham.sch.uk</a> emails and send to appropriate person.</li> <li>• To look after the hospitality of staff and visitors.</li> <li>• To photocopy documents for staff and pupils when required.</li> <li>• To issue temporary travel passes.</li> <li>• To issue all new pupils with Smartcards.</li> <li>• To keep records of Smartcards.</li> <li>• Take turn in providing lunch and break time cover.</li> <li>• To process PARS detentions</li> <li>• To maintain Procedures File.</li> </ul>
<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 Headteacher or the incumbent of the post.</p>	

Signed:

Date: