**St Mary’s Catholic School**

**Admin Assistant   
JOB DESCRIPTION**

**RESPONSIBLE TO: Senior Administrator**

**GRADE: N04 (SCP 5-8)**

**HOURS OF WORK: Full-time - 37hrs (Mon. to Thurs. 8am-4pm Fri. 8am-3.30pm, 1/2 hr lunch)**

**Term-time only**

**MAIN DUTIES**

The following tasks are typical of the duties the post holder. This list is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time:

1. Create and maintain records, responding to and answering inquiries including by letter, email and telephone, maintain office systems and diaries
2. Support student reception as and when required including signing students in and out of school, phone calls to parents/home, collection of work, timetables, lost property and all general student enquiries.
3. Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
4. Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
5. Co-ordinating/triaging of pupil/staff first aid/welfare, including looking after unwell pupils and liaising with parents/staff. The successful candidate will complete the necessary first aid training for this role.
6. Administering medication to students.
7. Assisting the senior administrator in managing the smooth operation of the medical room
8. Maintaining an up to date knowledge of health and safety guidance applicable to a secondary Academy referring to the Finance Director when changes are required.
9. Updating the School Management Information System as required.
10. Collecting payment for students’ trips and activities in line with finance procedures.
11. Answering and making telephone calls as appropriate, often acting as the primary call answerer.
12. Taking messages for teaching staff.
13. Taking uniform orders/exchanges and enquiries.
14. Assisting in maintaining a healthy, safe and secure environment and acting in accordance with the school’s policies and procedures.
15. Supporting the school in the administration of covid measures as and when required.
16. Undertake a monitoring role at the school gate both in the morning and evening as and when required.
17. Maintaining good practice in relation to the provision of an efficient and effective service within the main school office, telephone answering, student reception and other administration areas.
18. Carrying out any other duties, as directed by the Senior Administrator, commensurate with the level of responsibility of the post.
19. Attending and participating in meetings when required.
20. Complying with all school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting all concerns to the appropriate person.
21. Participating in training and other continuing professional development, as required.