



St. Cuthbert's Catholic Primary School

www.stcuthbertsrcprimary.co.uk

St Cuthbert's Catholic Primary School
Lovaine Place, North Shields
NE29 0BU
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Email: office@stcuthberts.email
Headteacher: Mr Shaun Dillon

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Job Description – Administrative Assistant

Directorate:	Children's Services
Post Title	Administrative Assistant Level 2 A1076
Evaluation	367 Points Grade: N3
Responsible to	Headteacher
Responsible for	N/A
Job Purpose	To provide administrative support to the school.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repair of school equipment.
- 3 Collect, record, compile and present data both manually and electronically, 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.
- 4 Collate pupils' reports as required.
- 5 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- 6 Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons is responsible for, or comes into contact with.



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