

ADMINISTRATIVE ASSISTANT Grade 3

Post Title:	Administrative Assistant
Post No:	Administration Assistant 2
Purpose:	Under the instruction/guidance of senior staff, to provide an effective secretarial, administrative and clerical support service to facilitate the day-to-day running of the school office.
Reporting to:	Business Manager / Senior Leadership Team
Responsible for:	N/A
Liaising with:	Teaching and Support Staff, outside agencies
Working Time:	Term-time only – 37 hours per week (Mon to Thurs 08:30-16:30 and Fri 08:30-16:00)
Salary/Grade:	Grade 3, SCP 04 - 06
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Administrative	<ul style="list-style-type: none"> • Undertake reception duties, welcoming visitors to the school, answering telephone calls and dealing with face-to-face enquiries. • Manage the school's administration office, ensuring that all necessary administrative tasks are carried out effectively and efficiently. • Undertake general financial administration (e.g. processing invoices and orders). • Undertake general HR administration (e.g. preparing recruitment paperwork). • Supervise and organise the workload of other administrative staff, if required. • Operate the SIMS and FMS systems as well as relevant ICT packages (e.g. word processing, database, internet). • Follow the school's signing in and out procedures for visitors, staff and pupils. • Provide general clerical administrative support (e.g. photocopying, filing, faxing, typing, word processing) to teachers and the school leadership team. • Maintain manual and computerised records/management information systems.

	<ul style="list-style-type: none"> • Prepare and complete documentation/returns/lists/etc. • Monitor and report pupil and staff attendance and absences. • Be responsible for free school meal returns and keeping school records up-to-date. • Co-ordinate the issue of forms seeking information from parents and follow-up non-returns. • Deal appropriately with incoming and outgoing mail, in both paper and electronic format. • Ensure that the school's and Local Authority's processes and procedures are followed. • Operate the electronic pass systems. • Take notes at meetings, if required. • Organise transport and assist in arrangements for school trips/events, etc. • Assist with travel arrangements for staff and students. • Liaise with feeder and other primary and secondary schools, as required. • Liaise with priests and representatives of the Diocese. • Ensure that database systems used within the school are kept up-to-date. • Undertake the routine administration of school lettings and other uses of school premises, if required. • Monitor and order stock and supplies, cataloguing, distributing and chasing up orders/missing stock, as required. • Help to co-ordinate the school's response to emergency situations (eg emergency school closure, emergency school evacuation). • Be responsible for the collection of monies (e.g. for charity, uniform, etc). • Maintain accident records, as required. • Provide general advice and guidance to staff, pupils, parents and others.
General	<ul style="list-style-type: none"> • Support the school's Behaviour Policy. • Follow school policy regarding care, control and supervision of students. • Take responsibility for own professional development/training. • Attend training and development activities and courses. • Participate in the school's performance management framework. • Undertake Child Protection training as required. • Carry out duties with regard to Equal Opportunities and Racial Equality policies to ensure that students and colleagues are treated in a fair and consistent manner. • The post holder may undertake any other duties that are commensurate with the post.

OTHER SPECIFIC DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and Improvement Plan.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.