Bishop Bewick Catholic Education Trust

Job Description

Post Title: Administrative Assistant – Level 1 **A5409**

Grade: BB02

Responsible to: Headteacher or other designated teacher

Responsible for: N/A

Job Purpose: To provide general clerical and administrative support including answering telephones, taking messages, and responding to inquiries, data input, filing, photocopying, receiving and dispatching post etc. Reception duties may be required.

Main Duties: The following is typical of the duties the potholder 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.

Specific responsibilities include:

- Provide general clerical support ensuring that confidential files and records are kept up to date (including attendance, pupil and personal files, contract details) and to undertake general duties such as photocopying, sorting and delivering post, franking etc.
- Ensure that office stationery and other office consumables (including basic
- maintenance of equipment) are ordered in accordance with purchasing procedures.
- Record keeping and the input and manipulation of data on PCs.
- Collecting, accounting for or care of and reconciliation of petty cash, dinner money, school fund and other amounts of cash, cheques etc in accordance with Financial Regulations.
- Taking messages, answering inquiries and providing information (including from/to parents and other members of the public) and reception duties.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.