



JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Administration Assistant

Responsible to: Headteacher and Admin Team

Purpose of the Job:

The main purpose of the position is to provide administrative support as part of the Admin Team. The post holder will need to be well organised, calm, friendly with a welcoming manner and an ability to work under pressure whilst paying attention to detail. Since part of the role will entail covering Reception, the post holder will need a good understanding of customer care, understanding that they are an ambassador for the school and should embody the value, vision and catholic ethos of the school in all interactions.

The post holder will provide a range of administrative, clerical and secretarial duties under the direction of the Admin team members, which may include ad hoc duties and require some initiative. The post holder will make day-to-day decisions about their own workload, within a clear framework and there will be some requirement to interpret information or situations to solve problems.

KNOWLEDGE

It is essential that the post holder has good literacy and numeracy skills to undertake a range of tasks. A broad overview gained from office experience and/or qualifications, specific procedures can be learnt whilst in the post. A broad knowledge of equipment, eg reprographics, software packages eg Word, Excel, SIMS and competent internet user.

Main Responsibilities:

This job description sets out a range of administrative and secretarial duties and responsibilities to be undertaken by the post holder:

ADMIN

1. Undertake a number of duties associated with admin including:
 - the production of basic reports, using SIMS, Excel and other systems as required;
 - operate reprographic equipment as required;
 - undertake own and Admin team filing;
 - receive overflow telephone calls and redirect or take messages;
 - produce letters and Parentmail messages as requested by teachers/admin team;

- ensure that school publications are kept up to date and in stock, eg prospectuses, induction packs and staff handbooks;
 - liaise with the headteacher and kitchen to complete half termly menus to be circulated to all families and put on the website;
 - be responsible for the organisation of all school trips and school clubs, in consultation with the headteacher and teaching staff.
2. Undertake a number of duties associated with Reception on a daily basis as required:
- act as a first point of contact for visitors;
 - To ensure that all safeguarding procedures are followed with regards to visitors to the site including the management and updating of the SCR as necessary.
 - arrange hospitality as required;
 - receive and redirect telephone calls from the main switchboard;
 - maintain security register and allocate visitor passes;
 - maintain parking system and allocate car passes;
 - receive deliveries and inform the Finance Manager.

DECISIONS MADE

The post holder will be required to take such day to day decisions as are required to maintain an efficient, responsible and economic administrative services, these decisions are as follows:

- dealing with a wide range of messages, telephone calls, parents, pupils, visitors, school governors, advisers, chaplain and other officers of the EFA and Diocese of East Anglia.
- being prepared to deal with additional administrative duties as required by the Admin Team.
- using initiative to prioritise in an emergency.
- sometimes having to handle confidential and/or sensitive information. Being discreet and reporting directly to the Headteacher.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.