

# St Edmund Campion Catholic Catholic School

## Job Description:

POST:	Administrative Assistant
RESPONSIBLE TO:	Senior Administrative Assistant and Deputy Headteacher
SALARY:	Grade 2 Pro Rata
KEY RELATIONSHIPS:	Headteacher, Senior Leadership Team, Heads of Year, Form Tutors
LOCATION:	St Edmund Campion Catholic Catholic School, Erdington
WORKING PATTERN:	36.5hrs – Term Time (+ 10 days optional)
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<del>1. Regularly supervised with work checked by supervisor</del> 2. Left to work within established guidelines subject to scrutiny by supervisor <del>3. Plan own work to ensure the meeting of defined objectives</del>

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

## **JOB PURPOSE:**

The School Administrative Assistant is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school this person should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The core purpose of the role is to contribute to the smooth running of the school through efficient, organised and accurate task administration.

## **Duties and Responsibilities**

- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.
- To provide hospitality for visitors to the school.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security procedures are followed for all visitors.
- Provide administrative support to the Pupil Attendance and Safeguarding team as required
- Deal with the distribution of Royal Mail post.
- Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.
- Make phone calls to parents, outside agencies and the LA following all office procedures on confidentiality.
- Ensure the tidiness and general appearance of the Reception Office.
- To undertake clerical duties as required, such as letters, emails.
- To assist in the preparation and maintenance of the manual and computerised pupil data records.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To undertake filing and photocopying as required including as part of a reprographics team.
- Support with school displays in classrooms and on corridors as directed
- To be fully first aid trained and part of the daily first aid rota. Administer first aid and medicine to pupils as required, in keeping with the school's policy as well as ordering first aid supplies as required.
- To liaise with parents regarding pupils' sickness/injury.
- Complete processes for preparing letters and documents for posting.
- Assist staff with administration tasks as required and directed.

- Produce and disseminate weekly communications to staff and parents via bulletin, morning PowerPoint and the use of whole school messaging services as directed
- Photocopying documents as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Post Holders will have a commitment to Safeguarding Children, ensuring awareness of the school policy and procedures with regard to Child Protection.
- Any other duties as commensurate with the grade in order to ensure the smooth running of the school.
- Be first aid trained and be part of the daily first aid rota.
- Support Heads of Year and SLT in the organisation of parents evenings as well as supporting with assemblies and year group specific matters/events (e.g. Year 8 options evening, Year 11 Prom)
- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Support with invigilation of internal and external examinations as directed by the leadership team and exams officer.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**All staff will be qualified to work with children and to have undertaken relevant CRB checks.**

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# Person Specification-Administrative Assistant

	Essential	Desirable
<b>Education/Qualifications</b>		
A sound educational background	√	
First Aid Training (will be provided)		√
<b>Experience</b>		
Experience in reception duties, filing and dealing with post distribution.	√	
Working within a team environment.	√	
Working with young people.		√
The use of computers for word-processing and other office equipment.	√	
<b>Skills and Knowledge</b>		
Able to demonstrate a good standard of written and spoken English and numeracy skills.	√	
Able to use a telephone.	√	
Able to use photocopying and reprographic equipment.	√	
Able to provide a high standard of clerical support.	√	
Able to liaise and communicate effectively with other departments and external bodies at all levels.	√	
Able to communicate with children and parents.	√	
Able to communicate effectively with other team members.	√	
Able to meet tight deadlines.	√	
Able to systematically process callers, enquirers, work requests and cope with interruptions.	√	
Have a flexible approach and willingness to offer help.	√	
Able to provide support in other areas when required.	√	
Good oral and written communication skills	√	
Good listening skills	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	
Computer literate with knowledge of Microsoft Office package and able to use school information management systems	√	
<b>Personal Qualities</b>		
A warm and friendly disposition	√	
An organised and efficient approach to tasks including effective time management		
A commitment to maximising the academic, personal, social and emotional development of all students	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrate ability to work well under pressure	√	
Excellent record of attendance and punctuality	√	
<b>Equal Opportunities</b>		
Commitment to the School's Equality and Safeguarding policies	√	