



St Thomas More Catholic School

Job Description

Job Title:	Administration Officer
Term Time only	40 weeks per year, 36 hours per week
Grade	Points 18 - 21 pro rata

1. CONTENT AND PURPOSE OF JOB

The main purpose of the role is to provide secretarial and typing support for the main school office.

2. PRINCIPAL ACCOUNTABILITIES:

- 3.1 To type professional letters for the whole school.
- 3.2 Other typing/administration requirements for teachers and Senior Leadership.
- 3.3 Answer and process incoming calls, as well as dealing with email enquiries.
- 3.4 Take an active role in administrative duties in preparation for school events.
- 3.5 To give information and assistance on a wide variety of school matters to parents, pupils and teachers.
- 3.6 Provide general administrative support, e.g. photocopying, filing, emailing, when required.
- 3.7 Establish and maintain excellent relationships with pupils, parents, staff and other professionals at all times.
- 3.8 To be an active member of the busy school office team.

3. FLEXIBILITY:

- 3.1. This job description is not contractual. Duties may vary according to the needs of the school and within the competence of the post holder.