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| **Post title:** | Administration Assistant |
| **Salary and Conditions:** | Grade C |
| **Responsible to:** | Business Manager |

**Job Description**

***Core Priority***

***Improve learning and teaching to optimise student outcomes***

**Specific areas of responsibility for this post:**

1. Uphold and contribute to the Catholic ethos of the academy
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Have high expectations of self, colleagues and students; model this in all of your dialogue and actions
4. Provide administrative support to assist in the rapid strategic academy improvement of St Peter’s CVA including typing, filing, completion of forms, responding to routine correspondence, creating diary entries as appropriate and as directed
5. Prepare documents such as reports and letters as appropriate and as directed.
6. Take notes at meetings as required
7. Participate in training as required
8. Ensure effective communication/consultation as appropriate with parents of students as directed by senior staff members
9. Produce lists/information/data as required
10. Create and maintain manual and electronic records/management information systems as appropriate and as directed
11. Work with absolute discretion, maintaining the highest level of confidentiality at all times

To undertake any other duty as reasonably directed by the Headteacher not outlined in the above, commensurate with the grading of the position.