

**JOB
OPPORTUNITY**

Admin Assistant

Educating to truth, goodness and beauty.

Terling Road, Dagenham
RM8 1JT

Headteacher Ms Clare Cattle

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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Admin Assistant
Closing Date for Application	Tuesday, 21 st March
Required For	ASAP
Term	Fixed term to Permanent
Salary	Scale 4
Responsible for:	To provide admin support to the School and Senior Leadership

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is a large Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

We are a high achieving 11 -18 mixed school with excellent examination results.

We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our strength in teaching and learning has a positive impact on our students and the exam results for 2019 show that

Progress 8 is 0.55 (well above average), Attainment 8 was 55.85

The School provides excellent professional development opportunities for colleagues in a forward thinking and creative organisation.

Please watch our school videos available at <http://allsaintsschool.co.uk/> to get an insight into life at All Saints. Our core values of respect, understanding, affection and humour underpin all aspects of our pastoral and academic daily routines. Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, development goodness and appreciate beauty.

Our Ofsted report can be found here <http://allsaintsschool.co.uk/ofsted.html> and our full Section 48 report can be found here <http://allsaintsschool.co.uk/section-48.html>

The report says ‘All Saints is an inspirational, Christ-centred community with a strong moral purpose that underpins its life and work.’

Job Description

PURPOSE OF THE ADMINTRATOR ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To provide a reception service for the school and support to the administration team.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.

RESPONSIBILITIES :

TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

- Providing administration support to the teaching school and SLT.

PERSONAL AND PROFESSIONAL CONDUCT:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

RESPONSIBILITIES OF ADMINISTRATOR:

- To support members of staff, in main office and finance office, if and when required.
- Reception duties - including taking of phone calls, taking messages for staff members, dealing with visitors to the school, recording in visitor's book and issue identification and dealing with queries from parents, staff and pupils.
- Assisting with the administration of Parent Pay.
- Assisting with the admin support of the teaching and learning.
- Providing admin support to Senior Leadership Team.
- General office duties, including misc. typing for other departments/teachers, when required.

GENERAL RESPONSIBILITIES:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

STANDARDS:

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School(Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

EDUCATION AND TRAINING:

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.

- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Skills and Qualification

Job title:		Administrator
	Essential Criteria	Desirable Criteria.
Qualifications	4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) Administration Qualifications
Professional Experience	Minimum of 3 years practical experience of working in an office environment Experience of working within a school office Experience of working with different stakeholders Experience of using BromCom to include inputting student data.	Experience of working on the following BromCom modules – Assessment Manager, Examinations Organiser, Attendance, Admissions. Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection. Experience of PA
Knowledge	Knowledge of school administration practices and procedures Knowledge and awareness of the importance of confidentiality and data protection	An awareness of Health & Safety issues A knowledge of public examination system administration. An understanding of safeguarding issues relating to children and other stakeholders An understanding of the ethos of a school A knowledge of SIMS modules

Skills / attributes	<p>Ability to undertake a range of office administration, accurately and efficiently including data entry skills</p> <p>Excellent organisational skills</p> <p>Ability to prioritise workload and to work to, and to meet, deadlines</p> <p>Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies</p> <p>Able to identify the needs of the school office, including the extended services within school</p> <p>Ability to problem solve</p> <p>Ability to work accurately under pressure in a very busy environment</p> <p>Ability to work using own initiative and as part of a team</p> <p>Ability to fulfil reception duties including;</p> <ul style="list-style-type: none"> <input type="checkbox"/> a polite professional telephone manner <input type="checkbox"/> ability to take and relay accurate messages <input type="checkbox"/> providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies <p>Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</p>	
Personal	<p>Good timekeeping</p> <p>Sets high standards and expectations for self</p> <p>Flexibility attitude to work including;</p> <ul style="list-style-type: none"> <input type="checkbox"/> working hours <input type="checkbox"/> demands and changes in the role <input type="checkbox"/> willingness to be involved in the school <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	
Training	<p>Willing to undertake training in school based computer systems as necessary</p>	<p>Evidence of recent and relevant training</p>
Other	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health and Safety</p> <p>Commitment to Equality and Diversity</p>	



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