

CANDIDATE PACK



ST ANDREW'S CATHOLIC PRIMARY SCHOOL



Job details

Job title: Administration Assistant



St. Andrew's
Catholic Primary
School

Salary: Scale 7 – 10 (£29,412 - £30,771 Pro-Rata)

Hours: 35 hours

Contract type: Part Time (39 weeks plus Holiday pay) - One year Fixed-term

Reporting to: Headteacher/ Line Manager

Main purpose

The Admin Assistant will:

- Be able to undertake a wide range of administrative duties efficiently
- Have enthusiasm, often being the front line of the school for visitors to the school and those contacting the school by phone or email.
- To provide administration assistance as required by the Leadership Team
- Ensure all information is treated confidentially and securely, and have absolute discretion at all times

Duties and responsibilities

- Carry out general administrative tasks including:
 - To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
 - To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
 - To answer the intercom CCTV system whilst having a high regard for security
 - To ensure visitors sign in and are provided with a visitor's badge
 - To provide refreshments for visitors
 - To produce letters and memos
 - Responding to emails and sending texts/emails
 - To undertake filing and photocopying;
 - Setting up meetings
 - Processing Admissions applications
 - Maintaining the Single Central Record and recording DBS numbers where appropriate
 - Handling DBS applications
 - Keeping the H&S schedule up to date, including booking contractors to attend the school
 - Overseeing and adding to the asset register
 - To use spreadsheets to record, monitor and produce reports on pupil attainment information
 - Assistance with preparing for Governors meetings
 - Monitoring and chasing up payments on ParentPay

- To create and accurately maintain the shared calendar and update the school information

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

The Administration Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the admin assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• GCSEs at grades 9 to 4 (A* to C) including English and Maths (Preferred)• Experience of working in a similar role.• Experience of working around children/young persons, preferably in a school/college.• Experience of providing administrative support and front of house/customer facing service• Confident experience of using Microsoft Office applications and other IT programs• Appropriate first aid training
Skills and knowledge	<ul style="list-style-type: none">• Ability to create a professional and welcoming office environment for staff, pupils and visitors.• A willingness to undertake further training in order to develop skills and take a proactive role in developing the school's administrative service.• Good time management skills and able to work under pressure in a busy office environment Ability to communicate effectively with a wide range of people in writing, directly and over the telephone.• High level personal presentation skills.• Ability to respond effectively to staff, pupils, external agencies and the public at all levels, face to face, via electronic communication and over the telephone.• Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, parents, pupils, the local authority and outside agencies.• Ability to read and write accurately and perform straightforward arithmetical calculations. Ability to understand instructions and execute tasks to their conclusion.• Ability to absorb information readily and speedily and work under pressure when required.• Attention to detail and accuracy• Ability to adapt to both varying tasks and those of a routine nature.• Ability to demonstrate initiative• Understanding of the need for confidentiality and the ability to provide this• Ability to deal with contentious / difficult situations• Ability to work co-operatively and sensitively with others, both independently and as part of a team.• Knowledge and experience of the application of Health & Safety in a school setting• A commitment to and understanding of implementing the Councils/Schools Equal Opportunity Policy.

Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality• A 'Can Do!' attitude
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Notes:

This job description may be amended at any time in consultation with the postholder.



Applicant Pack

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