

## Job Description

<b>Post Title:</b>	<b>Admin Assistant</b>
<b>Purpose:</b>	Working within process guidelines to provide clerical and administrative support including photocopying, answering telephones, taking messages and responding to enquiries. Undertake general office duties.
<b>Supported by:</b>	Admin Team
<b>Degree of contact with students:</b>	High
<b>Working Time:</b>	Monday to Friday, working hours to be agreed Term time only plus 2 days
<b>Salary range:</b>	Grade C SCP 3 - 4 <b>£20,288 - £20,625 pro rata</b> (FTE £22,737 - £23,115)
<b>MAIN (CORE) DUTIES</b>	
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>To ensure that the work fully supports the school's distinctive ethos and mission</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>Provide administrative support duties including sending emails, photocopying, filing, completion of forms, registers, spreadsheets and databases</li> <li>Ensure photocopying requests are dealt with efficiently and in a timely manner</li> <li>Ensure office stationery, and other office consumables are ordered in accordance with the School's purchasing procedures. This includes liaising with external suppliers to order stationery and consumables</li> <li>Take messages, answer questions from, and give information to, the public and school staff</li> <li>Use Microsoft Office and email packages, participating in training to use bespoke local software packages used by the school</li> <li>Undertake accurate data-inputting tasks, word processing and other IT based tasks</li> <li>Maintain and update manual and computerised records / management information systems as required including production of lists</li> <li>Sort incoming and outgoing post and distribute as appropriate</li> <li>Update names on staff pigeon-holes, as and when required</li> <li>Ensure that visitors to the school are received courteously and punctually</li> <li>Assist with pupil first aid/ welfare, if required</li> <li>Provide cover and assistance to other members of staff as required.</li> <li>Undertake reception duties, if required</li> <li>Be aware of pertinent legislation relating to the administration function such as Data Protection. Where necessary, password protect and/or take special measures to safeguard the confidentiality of</li> </ul>

	<p>school information. Be responsible for locking away confidential data.</p> <ul style="list-style-type: none"> <li>• Check and collate information provided by others to ensure information entered onto the school's systems is fit for purpose</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertake any training as and when required to fulfil the duties of the role</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To train as a First Aider to support school</li> <li>• To train to be able to Administer Medication to Students if and when required.</li> <li>• To follow all relevant school policies and expectations</li> <li>• To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children, reporting any concerns in accordance with the school's safeguarding policies</li> <li>• To manage and prioritise your own workload effectively</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• To carry out duties as appropriate to the position of an Admin Assistant</li> <li>• To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example</li> <li>• To comply with the college's Health and Safety Policy and undertake Risk Assessments as appropriate</li> <li>• Employees are expected to be courteous and respectful to colleagues and students, providing a welcoming environment to visitors and telephone callers</li> </ul>
<p><b>Variation in Role</b>  This job description is current (October 2024) 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.</p>	
<p><b>Policy and Procedure</b>  St John's School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way.</p> <p>The Health and Safety at Work Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.</p>	
<p><b>Safeguarding</b>  The successful candidate will be subject to relevant vetting checks, including a satisfactory enhanced DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.</p> <p>We are committed to safeguarding and promoting the welfare of children and young people we are responsible for, or come into contact with. The Board expects all staff and volunteers to share this commitment. The successful candidate is expected to follow school policies.</p>	

Name of Post-holder:

Signature:

Date: