***LA SAINTE UNION CATHOLIC SECDONARY SCHOOL***

***Highgate Road, London NW5 1RP***

***Telephone : 020 7428 4600 Fax : 020 7267 7647***

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| ***Job Description : Administration Officer & Admissions Assistant*** ***(with responsibility for KS3)*** |

**SALARY**: NJC Scale 4 SP 18 – 21

**LINE MANAGER**: Office Manager

**HOURS:**  35 hrs per week, Term Time + INSET Days + 2 Weeks

**Job purpose:**

The overall purpose is to support the Headteacher and the School Leadership team in ensuring that pupils of the school are able to achieve their learning potential through the provision of high quality, relevant administration and reception that enable teaching staff to maximise their capacity for delivering the curriculum and contribute to the efficient and effective organisation of the school.

To work closely with the Office Manager and the administration team to provide high quality administrative support to the Head of Year 7, 8 & 9 (KS3) and the Admissions Team.

Provide an administrative and reception service to the staff, pupils and visitors of the school.

**Main Duties and Responsibilities**

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| Key Tasks and Activities Specific to Role | * Provide administrative support to the Office Manager in relation to school admissions, including inputting of data, liaison with parents, senior management and governors and organising interviews.
* To support Transition Officer in co-ordinating arrangements for Year 6, including Open Afternoons and Evenings, Induction Days and liaison with primary schools.
* Provide administrative support to the Heads of Year 7, 8 & 9 including photocopying of reports and preparation for Parents’ Evenings.
* In liaison with the Heads of Year, informing the Attendance Officer of KS3 pupils on internal exclusion (on the Bridge).
* Maintain pupil records including filing and archiving.
* Prepare stationery orders for approval.
* Record bad marks by year group.
* Coordinate early departures / journal slips.
* Provide clerical/admin support e.g. photocopying, filing, faxing, and completion of standard documentation.
* Knowledge of relevant IT software packages.
* Typing and word-processing.
* Maintenance of records – such as end of term certificates, spreadsheets, etc.
* Assist in arranging and supporting school trips, events, etc.
* Collect monies on behalf of HOD’s & HOY’s, e.g. charity collections, trip payments.
* To keep Year KS3 noticeboards up to date with weekly calendar, news items and events.
* Allocation of lockers and keys.
* Assist with the selling of second-hand school uniform to pupils and parents.
* To be the contact point for KS3 lost property and, where possible, return of named property to owners.
* To provide basic first aid to pupils as required.
* Assist with mailings.
* Assisting with the booking of internal facilities (e.g. room bookings).
* Undertake reception duties as required.
* Prompt and efficient handling of calls, including dealing directly with queries, taking messages and directing calls as appropriate.
* Checking of visitors’ DBS status and issuing of relevant lanyards.
* Signing for and distribution of mail.
* To take receipt of deliveries and inform recipient.
* Provide refreshments as required.
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| To contribute as a collaborative member of the school team  | * To be part of the school central administration team/ pool of staff resources and be able to provide cover for any other Key stage administrators.
* Perform any other duties as reasonably required by any manager of the school for the effective operation of LSU.
* Participating in the ongoing implementation and monitoring of the School’s Development Plan.
* Attend regular meetings as required and make a positive contribution during meetings.
* Building positive working relationships with all staff to enable everyone to work at best capacity.
* Participate in training and other learning activities and performance management as required.
* Appreciate and support the role of your fellow professionals.
* Be prepared to balance workloads and assist others for the benefit of LSU.
* To attend all pre-agreed and devolved INSET days as required.
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| Child Protection | * Being aware of, and complying with, policies and procedures relating to Child Protection including reporting all concerns to the Designated Child Protection Officer or a member of the Leadership Team.
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| Communication | * Communicate in a calm and professional manner.
* Be an ambassador of LSU to all visitors.
* Assist with marketing and promotion of the school.
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| Equality of Opportunity | * As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
* Ensure the development and progression of equality within the scope of responsibility of this post and the fair and equal treatment of all colleagues, pupils, parents and visitors.
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| Confidentiality and Data Protection | * To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
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**Hours and Holidays:** Hours of work are 0800 to 1600, with one hour unpaid for lunch, or as formally agreed with your line manager. There may be a requirement to adjust this arrangement for the better operation of the school, this will involve consultation. Holidays are to be taken in school holiday periods, exceptions can be made in special circumstances.

**The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) Check is required for the post.**