

**Administrative Assistant / First Aider
Christ the King Catholic Voluntary Academy**

Reporting to: Support Services Manager
Grade: OLOL Band 2

JOB DESCRIPTION

Core purpose

To provide an efficient and effective administrative service to all staff within the school.

Duties, Responsibilities and Key Tasks:

Administrative Support

- To assist in ensuring the MIS database holds accurate data in relation to students
- To assist as a first aider (Training will be provided)
- To help with student enquiries and pastoral matters.
- Support for music tuition, admissions and student attendance
- To assist with the administration of pastoral events e.g. Immunisations, school photographs, school trips, Parents Evenings, Celebration of Success, Sports Day etc

Other Duties

- Work cooperatively as part of the administration team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- To perform any task or duty under the reasonable direction of the Support Services Manager

Skills and Abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Ensure GDPR compliance with all published material.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

Whole Academy Responsibilities

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the Catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	5 GCSEs at Grade C or above including English and Maths (or equivalent) To be first aid trained or willing to undertake this training	Formal ICT Training	Interview/ Application form
Experience	Experience of working in a busy admin/secretarial position	Experience of working in a school office	Application Form/Interview
Skills	ICT literate: Advanced level Word (including mail merge), Outlook, Powerpoint and Excel Highly organised, efficient and accurate Excellent communication skills	Internet Skills Database skills	Application Form /Task
Knowledge		Knowledge of school systems Knowledge and previous use of SIMS An understanding of finance processes and procedures.	Application form/Interview
Management	Able to manage own workload Ability to prioritise Able to plan ahead		Interview
Aptitude and Personal qualities	Excellent telephone manner Reliable Friendly and approachable Professional Manner Helpful Able to relate well to staff, students and visitors		Interview