



St Mary's Catholic High School

Job Description & Person Specification

Post: Administration Assistant

Grade: 4/5 SCP 3 - 5 (£18,562 – £19,312 (FTE) £8,911 - £9,271 *actual salary*)

Hours: 20 hours per week (morning Monday to Friday), 41 weeks (including 2 weeks in the summer holidays)

Responsible to: Administration Manager

Safeguarding

St Mary's Catholic High School is fully committed to safeguarding and promoting the welfare of its students. All members of staff will be vetted according to established procedures. All members of staff will familiarise themselves with the school's child protection and safeguarding guidance and procedures and act accordingly.

Purpose of the post

As a member of the school's Administration team, the purpose of this role is to support day-to-day administration, promoting a welcoming environment, and supporting effective communication within the school and with parents.

Role and Responsibilities

- To work flexibly within a broad range of functions within the school and to provide support for a range of staff groups.
- To undertake word-processing accurately and in a quick and efficient manner as required by school staff, disseminate the information on paper or electronically.
- Ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
- Maintain and update manual and computerised records / management information systems as required including production of lists and information e.g. pupil records / timetabling / admissions data.
- Operate and have knowledge of relevant IT systems such as Word and Excel, Outlook, Facility, and use the internet and websites as appropriate.
- Undertake reception duties, including the meeting of visitors to the school, manage visitor sign in and out procedure, checking DBS, responses to telephone calls and other communications or enquiries. Ensure that visitors to the school are received courteously and punctually.
- Carry out work in the Reprographics area undertaking the varied tasks associated with the department.

- Assist the Administration Manager in a range of duties.
- Contribute to the smooth running of the school office; use initiative and manage the role with minimal supervision.
- Provide cover/assistance to other members of staff as required.

In addition:

- To contribute to the overall ethos, work and aims of the school
- To work collaboratively with colleagues
- To undertake any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule
- To participate in the school's performance review process
- To work in a professional manner and to maintain confidentiality at all times
- To comply with the requirements of the Equality Act (2010) and the school's commitment to ensure that no employee is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

All jobs are subject to change and the job description is to be reviewed annually or at any other mutually convenient time.

Signed: _____ Headteacher

Signed: _____ Administration Assistant

Date: _____

Person Specification – Administration Assistant

	Essential	Desirable	Evidence
Education/Qualifications	<ul style="list-style-type: none"> • Good level of numeracy and literacy • 5 GCSEs Grade 4 or above including English and Mathematics 	<ul style="list-style-type: none"> • Relevant clerical, administration or customer service qualification 	Application Form/ Interview/ Certificates of Achievement
Personal Characteristics	<ul style="list-style-type: none"> • Confident and at ease when meeting and communicating effectively with a diverse range of people • Adaptable and flexible • Clear commitment to the team approach • Able to exchange ideas and provide support for colleagues • Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations • Commitment to personal development • Proven experience of using initiative • Able to prioritise workload and meet deadlines • Reliable, trustworthy and loyal • Understanding of confidentiality issues • Investigative nature • Good organisational skills 		Application Form / Interview
Professional Experience	<ul style="list-style-type: none"> • Experience in using IT software including Microsoft packages • Experience of working in a busy office environment • Understanding the importance of confidentiality and an appreciation of the implications of GDPR 	<ul style="list-style-type: none"> • Working in a customer focussed environment • Used to dealing with members of the public and school children • Ability to use other software packages 	Application Form / Interview
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Organisational skills including prioritisation • Communication skills both written and oral • Listening skills • Ability to interpret information/data • Literacy and numeracy skills • Accuracy and attention to detail • Ability to undertake all routine office practices • Good IT skills including word-processing and spreadsheets 	<ul style="list-style-type: none"> • Analytical skills • Knowledge of schools policies and procedures 	Application Form / Interview

It will be assumed that all applicants are committed to the safeguarding and promoting the well-being of children and young people.