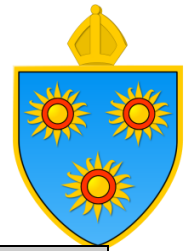


ST EDMUND'S CATHOLIC SCHOOL

'A learning community, a faith community, a vibrant, forward looking community'



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JOB DESCRIPTION

Admin Assistant

Salary:	KSB
Hours:	15 hours per week, 39 weeks a year
Contract type:	Part Time, Permanent
Reporting to:	Deputy Business Manager

Main purpose

The Administrative Assistant role is to provide a responsive and efficient administrative service to the school. Provide administrative and organisational processes within the school and to champion all aspects of visits and outdoor learning. Responsibilities range from having policies and procedures in place, ensuring water-tight audit trails, understanding risk management, monitoring systems, activities and practicalities. The Administration Assistant will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary to keep abreast of development.

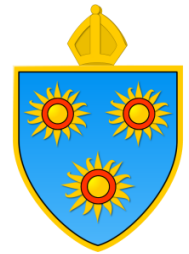
Duties and Responsibilities:

General

- Manage and update manual and computerised record/information on the school's MIS (Management Information System) and other systems, e.g. Parent Communication system, Evolve, DfE etc.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Communicate and correspond with primary schools, students, staff, parents and other professionals and outside agencies to organise school visits, e.g. school photographers and Kent Immunisation Team (KCHFT).
- Report any issues with the school's IT systems.
- Organise and distribute incoming and outgoing post including franking & preparing for postage.
- Provide administrative support to staff as needed.

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- Manage stationery and first aid supplies, ensuring best value following the school's purchasing processes.
- Carry out filing, printing, and photocopying.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- To maintain complete and accurate student records in files on the school MIS.
- Create and run reports as needed/directed from the school's MIS and other systems.
- Act as a point of contact for the school, investigating queries, assessing the nature of the enquiries, referring them to the appropriate person, without referral to the line manager where possible, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
- Manage the school minibus, including booking for trips and events.
- Write and send email responses that are professional and uphold the school's vision and values.
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc.) to parents, staff and other stakeholders.
- Assist with marketing and promoting the school to include publications of the school prospectus.
- To undertake any other reasonable tasks related to the post as required by Line Manager/Headteacher

Reception

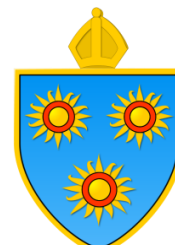
- Provide cover and act as the first point of contact for parents and visitors arriving at the school.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner and be able to solve problems confidently.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Assist staff and pupils with the information and support they need.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.
- To prepare and distribute information packs / prospectus for parents.

This job description is current at the date shown, but, in consultation with the postholder, it may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

The job holder may be asked to work at other schools within the Kent Catholic Schools Partnership Trust.

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ST EDMUND'S CATHOLIC SCHOOL PERSON SPECIFICATION Admin Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education, preferably to at least NVQ2 or equivalent • First aid at work qualification or a willingness to work towards qualification (appropriate training will be provided as necessary) 	Hold GCSE Maths and English, or equivalent
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working with confidential information • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions. • Interpersonal, organisational and administrative skills. • Ability to develop and maintain effective computerised and manual filing systems. • Ability to organise and prioritise workload to achieve deadlines. • Commitment to equalities and the promotion of diversity in all aspects of working. • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems including, Evolve and Parent Communication System. • Knowledge of the School's Record Retention Policy and freedom of information protocols and an awareness of the requirement for this policy and protocol. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety. 	Previous experience of SIMS or equivalent
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Excellent organisational capabilities • Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change • Ability to relate to pupils, their parents/carers and staff • Exhibit flexibility, resourcefulness, initiative, adaptability, confidence • Continually looking at ways to improve quality of service • Approachable and a good sense of humour • Willing to undertake relevant training to develop performance • Supportive of the School's Catholic Ethos 	Desire and potential to progress to further promotion