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| **Post Holder:** |  | |
| *The description of the duties, responsibilities and accountabilities for the post of Admin Assistant at St Gregory’s Catholic Primary School* | | |
| Responsibility Areas | * To be responsible directly to the Area Business Manager for the efficient operation of administrative functions within the school | |
| Accountabilities |  | Work within the Catholic Ethos and the teachings of Christ. |
|  | Implement agreed school policies and guidelines. |
|  | Deal with telephone calls, outgoing communications and appropriate paperwork and to ensure that the Academy Principal is informed where necessary. |
|  | Act as contact for visitors and assist the Academy Principal and staff with diary events in the absence of the other office staff. |
|  | Provide first aid / administer medicine to the children in the absence of the First Aid TAs or other office staff. |
|  | Complete all personnel forms, DBS checks & relevant paperwork for staff appointments, changes and absence. |
|  | Complete sickness, overtime & supply teacher spreadsheets for payroll on a monthly basis. |
|  | Check staff trial payslips report on a monthly basis for any inaccuracies. |
|  | Maintain all staff records in relation to pensions & contracts. |
|  | Maintain all administrative records in relation to SIMS (Schools’ Information Management System) ensuring information on staff is correct, up to date, accessible and accurate. |
|  | Be responsible for maintaining general office systems including:   * Attending relevant courses as and when they occur * Logging all staff training on SIMS * Ensuring safeguarding procedures are in place for visitors, staff and volunteer helpers |
|  | Assisting in the administration of the ICAF’s, new year R applications and in year casual admissions. |
|  | Other duties arising; related to the post as discharged by the Senior Leadership Team. |
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| Accountable to | | Area Business Manager |
| Salary range | | KR5 |
| Signed | | Date: |

**St Gregory’s Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

**Admin Assistant**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * NVQ level 2 or equivalent qualification or experience | * Understanding of health and safety in the work place |
| **Experience** | * Excellent written and oral skills * Excellent ICT skills * Excellent numeracy skills - experience of administrative systems/clerical and reception * Commitment to provide highest quality service to all service users | * Experience of using SIMS * Experience of managing payroll and personnel information |
| **Knowledge and Understanding** | * Have a thorough understanding and follow requirements of Personnel Management |  |
| **Skills** | * Ability to work under own initiative * Able to work as part of a team * Ability to prioritise conflicting demands and pressures * Excellent organisational skills * Ability to work under pressure * Highly developed interpersonal skills | * Ability to problem solve * Ability to deal appropriately with a range of stakeholders * Professional and efficient approach * High expectations of self and others * Willing to undertake training |