|  |
| --- |
| **ST EDMUND’S CATHOLIC SCHOOL**  **JOB DESCRIPTION**  **Administrative Assistant** |

**Reporting to:** Assistant School Business Manager

**Hours:** 37 hours per week, 40 weeks a year (plus 5 weeks paid annual leave)

**Salary:** Kent Range 4

**Key duties and responsibilities:**

1. Provide administrative, clerical and organisational services to the school, undertaking word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. To assist with the coordination of the Schools Admissions Process.
3. Liaise with pupils, parents/carers as necessary.
4. Liaise with other staff and external agencies as necessary.
5. Create and run reports as needed/directed from the school’s MI and other systems.
6. Assist in the processing and administration of forms, returns, reports etc., including, but not limited to, pupil progress / attainment reports, school and workforce census, option choices and student preferences.
7. To help maintain complete and accurate student records in files on the school’s MI system (SIMS) as needed, including student attainment, enrichment, intervention, behaviour management, attendance and student transfer data (including CTF’S and PIF’s).
8. Contribute to the planning and continuous development of administrative procedures and systems.
9. Act as a point of contact for the school, investigating queries, assessing the nature of telephone calls, 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.
10. First point of contact for sick pupils, liaise with parents /carers/staff as appropriate.
11. Assist with arrangements and all aspects of administration, organising and running of school events and visits. This may require some working outside of normal hours by prior agreement.
12. Maintain stocks and supplies of stationary and other resources, distributing as required.
13. Assist with producing marketing and promotion material for the school including the school prospectus and all forms of social media.
14. Administration of petty cash, identifying and investigating anomalies.
15. Assist with the day to day operation and administration of ParentPay, and be a point of contact for students, staff and parent/carers.
16. Assist with the administration of school lettings and other uses of school.
17. Assist in the administration and implementation of all aspects of Health and Safety across the school.
18. To man reception as needed to be the first point of contact for those who contact the school.
19. To identify system and / or process improvements and implement as required.
20. To maintain and update the school website as it relates to the postholder’s allocated responsibilities.
21. Manage the school minibus, including booking for trips and events.
22. Manage the school diary for Virtual School Kent therapists and counsellors and to liaise with VSK when referrals are received for LAC. To be a point of contact for external agencies.

May 2020

**Other**

The Administrative Assistant may be required to undertake any other reasonable tasks as required by the Academy Principal.

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

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | 1. Good general standard of education, preferably to at least NVQ2 or equivalent 2. 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 | * 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. * 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  Previous experience of the School Admissions Process |
| Personal Qualities | 1. Excellent record of punctuality and attendance 2. Excellent written and verbal communication skills 3. Excellent organisational capabilities 4. Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change 5. Ability to relate to pupils, their parents/carers and staff 6. Exhibit flexibility, resourcefulness, initiative, adaptability, confidence 7. Continually looking at ways to improve quality of service 8. Approachable and a good sense of humour 9. Willing to undertake relevant training to develop performance 10. Supportive of the School’s Catholic Ethos | Desire and potential to progress to further promotion |

May 2020