

St Michael's Catholic Grammar School

"Love one another, as I have loved you"



Job Description

Role	Administrative Assistant
Hours and weeks	30 hours per week, 39 weeks per year. Regular hours 09:00 to 15:30 although some flexibility is expected according to the requirements of the school. 30mins for lunch taken in negotiation with line manager.
FTE salary range	Unified Rewards Grade B Schools Administration job family – level 2
Pro rata salary range	
Reports to	Office Manager (and Head of KS4 for Careers work and Deputy Head Pastoral for Student support work)
Supervising duties	None

Purpose

Safeguarding role in locating vulnerable students and reporting location to SLT

Provide a range of administrative and organisational support services for the school including supporting the administration of Careers

This includes deputising for reception support to the school and visitors and/or the provision of secretarial support, administrative or financial duties.

Key accountabilities (This list is not exhaustive):

Support with student attendance and safeguarding – including finding students and/or staff when appropriate.

Contributes to the efficient operation of the School Office as the administrative hub of the school

Providing administrative support to the Careers provision of the school, including running the online platform used by all students.

Administration linked to student data, including: suspensions/exclusions; Free School Meals and Pupil Premium; authorised absences; student references; school trips and events (Speech Night/Careers Evening etc.); liaison with the Local Authority on school leavers/destinations; Accuracy check of SIMS data.

Cover duty of Administrative Assistant (Reception) in their absence

To be a First Aider (training provided)

Provide administrative and organisational services and/or finance services to the school and contribute to the planning and development of procedures and systems

Deal with face-to-face enquiries and answer routine telephone calls, greeting, registering and assisting visitors and guests. Analyse and evaluate data and information and run reports. Monitor school email address

Process forms, internal returns, including those to outside agencies

Monitor and may order a limited range of stock (general consumables) within an agreed budget

Operate relevant office equipment and ICT packages, such as student databases, staff databases, data inputting, word processing, photocopying, SchoolComms communication system

Assist with administration of school trips, school photographs etc. Organise arrangements for visits to the school and school events

May organise meetings and take notes/minutes, such as teachers' meetings, teaching assistant meetings

May assist with marketing and promotion of the school, such as open days and evening

Knowledge, training and experience

Educated to NVQ level 2 / GCSE Grade A-C or equivalent knowledge and experience

Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 2 or equivalent knowledge and experience

Relevant office experience

Knowledge of Data Protection, Safeguarding and confidentiality issues

Knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems

Thorough understanding of appropriate specialised systems and administrative and/or financial procedures used by school

Able to use office equipment, such as photocopiers, printers, franking machine, laminators

Proficient user of MS Office software and/or in-house software such as EReception software

May undertake training as required, such as first aid training

Planning, organising and controlling skills

Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term

Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with students, parents/carers, undertaking word processing and data inputting tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases

Use of analytical skills for monitoring and analysis of information and data

Plan for and organise the administration of school trips/visits and events

Undertake stock checks and ordering of supplies and materials as appropriate

Communicating and influencing skills

Provide a range of information, advice and guidance to colleagues and service users within defined guidelines

Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided

Establish and maintain effective and constructive relationships with students, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications

Undertake reception duties (when receptionist is absent) including dealing with visitors as required using courtesy, tact and diplomacy

Initiative and innovation skills

Work within school policies and procedures using initiative to prioritise tasks and organise own workload

Creative skills for developing administrative procedures and contributing to the planning of systems and processes

Use judgemental skills to identify and resolve problems, such as visitor/reception enquires, invoice discrepancies.

Budget accountability

No direct budget responsibility but may carry out processing of invoices and/or recording of financial records

Staff accountability

No staff supervision

Physical effort

Normal office requirements including taking delivery and storing of stock and consumables as required. Maintaining a neat and tidy reception area, school office (including kitchen area) and meeting room. Walking to the post office as and when required each week

Work environment

The job is based in an office environment within a school which is a pleasant work environment

Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in.