

Learning with Jesus in Faith, Hope and Love.

ST MARGARET OF SCOTLAND CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

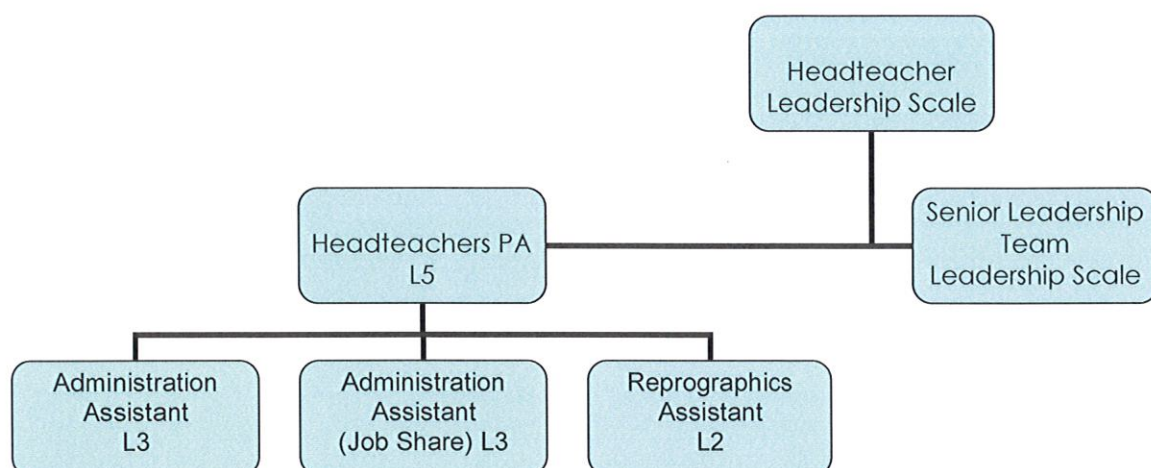
POST TITLE: ADMINISTRATION ASSISTANT

GRADE: L3

RESPONSIBLE TO: Headteacher /Office Manager

HOURS: 37 hours (**Job Share 15 hours & 22 hours**) term time only plus training days

ORGANISATIONAL CHART:



PURPOSE OF POST:

To be an interface between parents and school staff. To act as a parent advocate, within the role of telephonist/receptionist for the school by being the first point of contact for all callers.

PRINCIPLE RESPONSIBILITIES

	%
1. Carry out a full range of switchboard and reception duties, maintaining visitor procedures, etc. in line with safeguarding procedures including issue & retrieval of security fobs to staff & visitors. Liaise with teaching staff re calls to parents, professional organisations, etc.	40%
2. To undertake a range of administration duties, including generating reports, writing letters, minuting meetings, and responding to queries from outside agencies / parents, including taking messages or passing on information. Provide comprehensive admin support to specified year groups, including	30%

input of Evolve data for trips. This will include to recording of any voluntary income.	
3. Be responsible for incoming/Outgoing mail, to sort & distribute & E mails. This includes the purchase & stock control of postage stamps.	5%
4. To maintain the log of staff Safeguarding Training and CPD training records for all school staff.	5%
5. Administer & update the electronic Parent-mail service for staff and parents.	5%
6. To be responsible for updating and maintaining student records on SIMS and paper files enabling all staff to have up to date and accurate information .To co-ordinate the Annual Reviews for all students with a Statement of Special Educational Needs, and support with the administration of PEP / LAC reviews for students in care. To maintain the medical information folders for students which will include the maintenance and updating files.	5%
7. To be responsible for the recording and dispensing of medication as and when necessary	5%
8. Deal with all aspects of uniform sales, including ordering, distribution, collecting & recording payments, & stock control – this is likely to include attending parent evenings.	5%

Supervisory management: N/A

Financial resources: N/A

Physical effort: Some lifting e.g. boxes of paper, uniform

Working environment: General school office environment

CONTEXT: All support staff are part of the whole school team. They are required to support the Catholic values and ethos of the school and school priorities as defined in the School Plan. This will mean focusing on the needs this may include the administration and recording medication of colleagues, parents & pupils and being flexible in a busy, pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006

The Trust/School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo

child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Disclosures are handled in accordance with the DBS Code of Practice on www.disclosure.gov.uk for any posts based in schools

CVs will not be accepted for any post based in schools

PERSON SPECIFICATION - ADMINISTRATION ASSISTANT

This acts as selection criteria and gives an outline of the type of person & characteristics required to do the job.

ESSENTIAL (E); without which the candidate will be rejected

DESIRABLE (D); useful for choosing between good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some cash handling experience.	1,2	Some experience in the use of IT for financial procedures	1,2
	Demonstrable clerical experience including the use of IT.	1,2		
Skills/Abilities	Able to follow and work within procedures and guidelines.	1,2		
	Able to communicate effectively with colleagues.	1,2		
	Able to check information and maintain accuracy.	1,2		
	Able to prioritise work tasks to meet deadlines.	1,2,3,5		
	Able to add, subtract, multiply, divide figures and reconcile expenditure.	1,2,3,5		
	Able to write straightforward letters and read instructions.	1,2,5		
Equality Issues	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2,5		
	Able to identify some forms of discrimination that commonly exist.	1,2		
Competencies	Able to demonstrate appropriate motivation to work with young people	1,2		
	Able to form appropriate	1,2		

	relationships with young people Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline.	1,2 1,2		
Specialist Knowledge			Some knowledge of Schools MIS e.g. SIMS database.	1,2
Education and Training			NVQ level 3 in administration or equivalent qualification or experience First Aid Certificate	1,2,4 1,2
Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods. Willingness to undertake training	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure the policies of the St Alban Catholic Academies Trust and the School are reflected in all aspects of his/her work, in particular

- i) Equal Opportunities,
- ii) Health and Safety,
- iii) Data Protection Act (1984 & 1998).
- iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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