

# Job Description

<b>Job Title:</b> Administrative Assistant	<b>Job Number:</b> L3307D
<b>Directorate:</b> Children, Learning and Young People	<b>Post Number:</b>
<b>Services:</b> Service for Schools	<b>Grade:</b> 3
<b>Location:</b> Holy Family Catholic Primary School	



## Job Purpose:

As Admin Assistant at Holy Family School the core purpose of the job is to provide a welcoming reception service to the school community under the direction of the Headteacher, Business Manager and Office Manager to:

- be the first point of contact for callers and visitors to the school, offering professional guidance and assistance in personal and by telephone, ensuring confidentiality is maintained at all times.
- assist in the provision of efficient and effective administrative support for the smooth running of the school.

## Main duties and Responsibilities:

1. As the main receptionist, welcome and receive children, parents and other visitors, including contractors, ensuring all Safeguarding procedures are adhered to in line with the school's policy and appropriate point of contact informed.
2. Ensure the front reception area is a welcoming and tidy environment and process incoming and outgoing post/emails, both internal and external. Ensure the Reception area is kept tidy and fully equipped i.e.: parents notice board and leaflets updated.
3. Ensure school security and emergency arrangements are complied with
4. To provide an efficient and professional telephone service: filtering calls, taking and distributing messages, giving accurate information to enquirers, booking appointments for senior staff as directed, maintaining diaries, ensuring GDPR guidelines are adhered to and filter telephone calls and parents enquires where appropriate.
5. Maintain attendance registers and absence records, this includes summarising records and providing half termly reports to the Headteacher. Liaise with the Learning Mentor on repeated absence patterns and support distribution of attendance letters and booking of parent meetings.
6. Lead in sending school communication including but not limited to, newsletter, curriculum information and parent information via the schools MIS system ensuring information is accurate and timely.
7. To liaise efficiently with other agencies e.g. local authority, other educational establishments, support services, external agencies, suppliers, contractors to relay and request information as required.

## **School Finance**

8. To be responsible for reconciling online payments, and consent forms for various events, trips, activities including After school clubs, Dinner Money. Maintaining appropriate records in accordance with Coventry City Council finance and audit procedures and ensuring the accurate input of data onto the school's finance accounting system.
9. Sign for, and check delivery of goods, ensuring delivery notes are handed to the relevant personnel and that relevant members of staff are informed of the delivery

## **Whole School Administration**

10. Follow school policy and procedures for contacting parents regarding absences and when dealing with children in cases of sickness or emergency.
11. To manage all school dinner procedures using the school provider, liaise with the school kitchen with regard to dinner numbers and print registration sheets
12. To manage all school emails using outlook and maintain the school Outlook diary.
13. Alongside the Headteacher, create and maintain the master annual School Calendar, to support the co-ordinating of school events. For example, school trips, assemblies, training, music tuition, after school sports, parent's evenings, etc.
14. To assist the Office Manager in the administration of school trips and visits and afterschool activities by producing letters, updating registers, send electronic notifications to parents and advise of any amendments or cancellations.
15. Support with hospitality and refreshments for visitors and ensure that meeting rooms are appropriately set up and serviced.
16. Ensure confidentiality at all times.
17. Ensure effective filling and record systems are established, maintained and updated, as required.
18. Distribute messages and emails to members of staff in a timely manner.
19. To ensure office equipment and computerised systems are in good order, reporting any concerns and monitoring levels of stock such as stationery and office supplies.
20. Attend relevant training courses to update knowledge and understanding of particular areas.
21. Any other duties and responsibilities within the range of the salary grade as directed by the Headteacher.

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*Holy Family Catholic Primary School is committed  
to safeguarding and promoting the welfare of children  
and expects all staff and volunteers to share this commitment.*

The successful applicant will undertake an enhanced DBS clearance.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety policy. Duties which include processing of any personal data must be undertaken within the school's Data Protection policy and guidelines.

The school confirms our commitment to Equality of Opportunity in all areas of our work.

**Additional Notes:**

The School Business Manager is the direct line manager for all office staff under the direction of the Headteacher. The SBM and all office staff work closely together as a team. The SBM is responsible for ensuring that all work is carried out in an efficient and structured manner that is agreeable to the team. The office must be covered at all times between the hours of 8:00am to 4:30pm each working day inclusive of lunchtimes.

The person appointed to this post will be required to work hours as follows:  
**8:30am to 12:30pm and 1:00 to 4:30pm.**

# Person Specification

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AREA	DESCRIPTION
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Office procedure, practices and equipment</li><li>• Computer applications (SIMS) used in schools</li><li>• Windows based software e.g. Word-processing, Excel, Outlook etc</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Telephone skills – obtain and give information in a friendly, courteous way and resolve queries.</li><li>• Word processing &amp; IT skills.</li><li>• Organisational skills – make appointments etc and ensure messages delivered timely fashion.</li><li>• Able to receive visitors in a courteous and welcoming way, treat them on an equal basis, obtain information and answer queries.</li><li>• Able to stay calm when dealing with a range of visitors and clients and follow agreed guidelines for such situations.</li><li>• Ability to be flexible, prioritise work and cope with interruptions to clerical tasks.</li><li>• Able to filter calls/visitors where appropriate.</li><li>• Able to operate equipment such as photocopiers, computers, laminators</li><li>• Able to compile basic information for returns/simple statistics.</li><li>• Willing to undertake ongoing staff development and training, as appropriate.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Clerical background covering activities such as word processing, filing, using telephone and other office equipment and reception duties.</li><li>• Excellent IT skills.</li><li>• Experience of administration within a school setting.</li><li>• Experience of dealing with children of Primary school age and of their needs.</li><li>• Experience of using SIMS computer applications and associated modules in a school environment (preferred).</li></ul>
<b>Education:</b>	<ul style="list-style-type: none"><li>• GCSE (A-C) qualifications Maths &amp; English (minimum)</li><li>• Excellent IT skills (including knowledge of Microsoft Word, Excel, Publisher)</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provision of the Rehabilitation of Offenders Act 1974.</li><li>• An Enhanced Disclosure Barring Check will be required prior to appointment.</li></ul>