

St Bernadette Catholic Primary School

Administrative Assistant (H2)

Main purpose

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

Key responsibilities

1. Provide administrative support e.g., photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher
2. Update manual and computerised records/management information systems
3. Maintain and manage accurate first aid records and processes

Individuals in this role may also undertake some or all of the following:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
2. To sort the admin email account and deal with queries.
3. First point of contact for sick pupils, liaise with parents / carers / staff.
4. Assist with arrangements for visits, for example by school nurse, photographer.
5. Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
6. To place orders for all school supplies, monitor stock, receive deliveries.
7. Occasionally handle cash e.g., for school fundraisers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks and office and related school procedures.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Excellent organisational skills. Ability to maintain accurate and sensitive records with strong attention to detail.

Supervision

- Follows instructions or set routines.
- Decisions relate to own daily workload.
- The post holder will have no supervision responsibilities of other staff.
- May demonstrate administrative duties to new or less experienced staff.

The post holder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

St. Bernadette Catholic Primary School and All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.