



ST MARY'S CE HIGH SCHOOL

JOB DESCRIPTION

Post Title: Administrative Assistant

Reports to: Administrative Officer

Grade : H3 /H4 (5-9)

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality, and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt, and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Job Context

The post holder will provide administrative support across the whole range of administrative support duties to provide a service to students, staff and the whole school community including members of the public.

Purpose of job

The post holder will provide support for the whole school, but may be required to carry out tasks requested by members of the Senior Leadership Team.

Roles and Responsibilities

General administration including text and data processing

- To use the Microsoft Office suite of packages to produce documentation e.g. letters, templates etc ensuring that documentation is accurate and well set out. To maintain hard copy and electronic files in a manner that facilitates ease of retrieval.
- To provide administrative support to Teaching and Learning areas.
- To receive and deal with enquiries from students
- To optimise use of the school's management information system eg SIMS including setting up and running reports to provide information requested. To input student attendance from manual registers/signing in sheets (as necessary)
- To use software communication packages to communicate with parents/carers
- To provide detailed student record files as requested ensuring that the confidentiality of information is maintained according to the required use
- To order the school's stationery and supplies.
- To administer the school's daily incoming and out-going mail including maintaining functionality and supplies for the franking machine.
- To carry out any administration and filing on student files
- To administer the system for items confiscated from students eg mobile phones
- To carry out general administrative duties

First Aid

- To successfully undertake First Aid at Work training and hold a current certificate
- To provide first aid in line with the school's first aid policy and procedures
- To assist in the organisation of student immunisations in conjunction with senior staff
- To complete and maintain records of accidents and injuries

Reprographics (as necessary)

Reception

- To work in the school's reception as per the rota and as required and deal with external and internal customers in a professional and polite manner
- To ensure that the school's procedures relating to visitors are followed in order to maintain security and the safeguarding of students
- To operate the switchboard answering, assisting, directing and dealing with callers

Flexibility

The post holder will be required to work on certain occasions during school holidays including CPD days and occasional evenings eg secondary transition evening for which additional payments will be made.

The post holder must be prepared to adopt a flexible approach and a willingness to carry out a variety of tasks. Post holders within the team will be rotated through the roles carried out by staff in the admin support section to gain experience and knowledge.

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

February 2025