



St Dominic Catholic Primary School

"If we live by truth and in love, we shall grow in Christ"



Job Description

Title of post:	Office Administrative Assistant
Accountable and responsible to:	School Business Manager/Headteacher
Grade/scale	H2, points 3-5, pro rata to working hours
Actual Salary	£4,472 - £4,610
Number of working weeks	Term Time : 38 weeks
Working pattern	8 hours per week, Monday & Wednesday 12 noon to 4pm

Main purpose

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key responsibilities

- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Liaise with pupils, parents/carers, other staff and external agencies.
- Check and update daily school meals data, and liaise with school caterers
- Liaise with Parents/Carers regarding outstanding school meal payments.
- Input daily attendance data, contact parents/carers re absences, monitor pupil attendance and provide data/reports to senior staff as required
- Administer medication in accordance with school policies and procedures
- Use Arbor on a daily basis to communicate with Parents and update relevant data – training to be provided
- Check and action the school's main email account daily
- Update manual and computerised records/management information systems
- Maintain Asset Management Register – when trained
- Assist in the administration of Lettings
- Assist with arrangements for school visits - for example by school nurse, photographer
- Assist in maintaining adequate stock levels, processing orders and deliveries • Assist in organization of school trips and follow up outstanding payments
- Assist in the production of school letters, Newsletters, etc.
- Assist in the organisation of school events – Parents Evening, Assemblies etc.
- Receive and sort mail, both incoming and outgoing
- Use discretion and confidentiality when dealing with school matters
- Contribute to and support the overall aims and ethos of the School
- Participate in training and other learning activities
- Participate in Performance Management and development as required by the school's policies and procedures
- Be familiar with Safeguarding requirements as outlined in the most recent version of *Keeping Children Safe In Education*, and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

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



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Person Specification

No	Key Requirements	Essential	Desirable
QUALIFICATIONS	Right to work in the UK	✓	
	Maths and English GCSE at grade 4/C or above (or equivalent)		✓
KNOWLEDGE, SKILLS AND EXPERIENCE	Excellent communication skills	✓	
	Experience using schools MIS systems such as Arbor		✓
	Experience of working in Schools		✓
	Excellent IT skills, including Microsoft packages	✓	
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Hold a current First Aid Certificate or willingness to undertake relevant training	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	
PERSONAL QUALITIES	The ability to remain discreet when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training	✓	
	Committed to supporting the Catholic ethos of the school	✓	
TEAM WORK	Ability to relate and work well with children and adults showing empathy, understanding and resilience where required	✓	
	Ability to deliver excellent customer service to pupils, parents, staff, visitors and all external organisation where necessary	✓	
	Self-motivated and resilient with a positive attitude and the ability to work under own initiative	✓	
	Enthusiastic and proactive team member, committed to sharing success and supporting colleagues	✓	
	Flexibility to be open and adapt to deal with whatever situation or scenario presents itself	✓	
	High level of professionalism and integrity	✓	