



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

Role Title	Administration Assistant
Team/Department	Administration Services/Support Staff
Reports To	PA to Headteacher
Grade/Scale Point	H3 - Scale Point 5
Full Time/Part Time	Part Time (20 hours per week) Term time only plus insets
Days/Hours	To be agreed
Created/updated	March 2021

Purpose:

To provide excellent administrative support to the Leadership Team under the direction or instruction of the PA to the Headteacher.

Primary Job Functions:

- Undertake reception duties; act as first point of contact for visitors and callers in response to telephone and face-to-face enquiries
- Provide general administration support
- Ensure that all visitors sign in and where appropriate copies of DBS certificates are obtained
- Check incoming stock deliveries and arrange for distribution and storage
- Arrange orderly and secure storage of supplies
- Update manual and computerised records/management information systems, e.g. SIMS
- Provide reprographic support including production of booklets, posters and laminating
- Provide organisational support for school community events, including setting up, attending and clearing away
- Co-ordinate and replenish staffroom refreshments and ensure the area is kept tidy
- Co-ordinate refreshments and set up for / clear away after meetings
- Assist with provision of first aid to students on a rota basis
- Open, sort and distribute incoming mail and post outgoing mail

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

- Provide administration support for meetings or interviews (notes of meetings)
- Assist with production of newsletters/booklets
- Assist with arrangements for visits, e.g. school photographer
- Act as Fire Wardens, assisting with fire safety drills
- Assist other support functions as assigned by the PA to the Headteacher or School Business Manager

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

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. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Line Manager.....

Date.....

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PERSON SPECIFICATION

Attribute	Essential	Evidence
Educational Qualifications	<ul style="list-style-type: none"> • Qualified to A-level or equivalent • GCSE Maths & English A*-C • NVQ level 2 administration (or equivalent) 	A
Experience	<ul style="list-style-type: none"> ▪ Recent demonstrable evidence of working in an administrative role 	A
Attribute	Essential	Evidence
Skills/Knowledge/ Aptitudes	<ul style="list-style-type: none"> ▪ Advanced proficiency and experience using Word and PowerPoint ▪ Ability to produce high-quality documents using Word and PowerPoint and design packages with an eye for design (or desire to learn) ▪ Excellent attention to detail and proof-reading skills ▪ Ability to communicate effectively at all levels both orally and in writing ▪ Ability to operate effectively as part of a team 	A/I A/I A/I A/I A/R/I
Attribute	Desirable	Evidence
Skills/Knowledge/ Aptitudes	<ul style="list-style-type: none"> ▪ Experience in using school systems, eg Parentmail, SIMS, Classcharts) ▪ Proficiency and experience using Excel spreadsheets ▪ Level 1 Safeguarding ▪ Experience in working in a school / education setting 	A/I A A A
Personal Qualities	<ul style="list-style-type: none"> ▪ Understanding of the School's ethos and values ▪ Excellent interpersonal skills ▪ Commitment, enthusiasm and energy ▪ A positive, calm and friendly manner ▪ A 'can-do' attitude ▪ Commitment to equal opportunities and the inclusion of all ▪ Interested in personal and professional development ▪ Hardworking and willingness to get involved in the whole school life ▪ Ability to be flexible and work effectively under pressure ▪ A good sense of humour and perspective ▪ A willingness to give generously of personal time to support school events and activities 	I I/R I I I/R I I I I R/I I I

Evidence: A = Application R = Reference I = Interview

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