

# ST JOHN'S CATHOLIC PRIMARY SCHOOL

*'Let the light of Christ shine in us'*



The Diocese of Westminster Academy Trust  
Providence Way

Baldock  
Hertfordshire  
SG7 6TT

Head Teacher: Mr T Timson  
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**TITLE OF JOB : ADMINISTRATION ASSISTANT**

## 1. JOB OUTLINE

### 1 a) REASON JOB EXISTS

To support the Headteacher and Senior Administrator, to manage and oversee the school's administrative systems and lead in the administration of school business.

### 1 b) MAIN AREAS OF RESPONSIBILITY

- To be the first point of contact for all visitors to the school undertaking reception duties including response to telephone and personal enquiries.
- Update MIS system (Arbor) daily with dinner and attendance information, ensuring all meal patterns are correct and providing the kitchen with the dinner choices by 9.30am.
- Notify the head of any attendance concerns and to call parents for any unexplained absences.
- Provide clerical and secretarial support, emails to parents and other business emails, using school specific systems.
- Keep records of holiday requests and absence notes for children.
- Responsibility for stationery and stock cupboard orders.
- Process purchase requisitions ensure authorised by head teacher in an efficient manner.
- To attend school based and external training as required.
- Assist in maintenance of the school's records and information systems.
- Lead in the administration of School Day Trips, and wraparound care shopping and milk orders and First Aid.
- Support teaching staff by providing the administration required to ensure that classroom delivery remains high quality.
- To assist the Headteacher and the Office Manager with School Admissions
- To assist the Headteacher and the Office Manager with the termly School Census.
- Acting up for the Office Manager in her absence.



**DOWA**†

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## 1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

## 1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## 1 e) CRIMINAL RECORDS BUREAU

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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

In addition to this the post holder's role may involve

## 1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is in general terms and are not definitive. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## 2. SUPERVISION

The jobholder works closely with, and is answerable directly to, the Office Manager and the Headteacher.

## 3. JOB CONTEXT

The job holder is responsible for all of the school's administrative reception and back-office functions – either completely or in a supporting role (together with colleague Administrative Assistant).

Work will be generated by the Senior Leadership team and teachers and by parental and governor enquiries. The requirements of government and other external bodies, including the Academy Trust and HCC, will be routinely passed to the jobholder.



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#### 4. CONTACTS

The jobholder will be a first point of contact at the school and as such will provide a welcoming first communication and an impression of willingness to assist. The jobholder will work with all members of staff in the school and have contact with parents, governors, the LA and other outside agencies.

#### 5. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an office environment at a responsible level.
- Excellent numeracy and literacy skills.
- Knowledge of procedures and regulations relevant to leading a support function.
- Evidence of knowledge of Arbor and Access.
- Ability to organise.
- Understanding of the needs of children.

#### 6. PROBLEMS AND DECISIONS

The jobholder will solve problems and action solutions in full accordance with school policy. Where the job holder is unable to make a decision independently, she/he will always consult with the Office Manager or Headteacher.



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