



Job Description

Administration Assistant

Grade: Grade 5 - SCP 7 – 12 (£20,092 - £22,183 per annum, pro rata)
Hours: 37 Hours per week – Term Time Plus 3 Days
Location: St Leonard's Catholic School
Reports to: Deputy Head Teacher

Job Purpose

- To assist in the effective and efficient running of the school office.
- To act as a first point of contact for parents and pupils.
- To ensure all duties undertaken are maintained in a professional manner.
- To contribute to the safeguarding and promotion of the welfare of children and young people with regard to Keeping Children Safe in Education.

Main Duties and Responsibilities

- Supporting the school Management Team.
- Maintain accurate records in line with school policies.
- Maintain office systems; SIMS, Sharepoint, Pars, School Comms and Insight.
- Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of Reception Services.
- Be responsible for a key area with the Administrative Team.
- Respond to enquiries both written and verbal.

- To be a First Aider and provide medical assistance to staff and pupils, if necessary full training will be given.
- Carry out any other duties as may be allocated from time to time, commensurate with the grade of the post.

Training

- Undertake any necessary professional development relevant for the post.

Engage in promoting the values and acting as a role model for the Trust.

Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.

Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BW CET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2021