

JOB DESCRIPTION

Job Title
Administrative Assistant
Salary Range
3-6 (Grade C)
Line Management Responsibilities
None
Line Manager
Head Teacher, but working closely with the Senior Administrator
Base Location
School
Purpose of Role
<p>To provide efficient administrative support, to ensure compliance with the Trust and the School administrative and reporting requirements.</p> <p>The following is an outline of the duties that are expected of the Administrative Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the School and the children.</p>
Key Accountabilities
<ul style="list-style-type: none"> • Act as a link between the administrative team and the Headteacher/School Hub Business Manager/Senior Administrator or other nominated persons. • Undertake word processing of correspondence, standard letters, reports and documents and general administration as required. • Undertake photocopying and document collation as required. • Undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures. • Update pupil data using the school's management system (SIMs) and ensuring all records are maintained and up to date. • Assist in the production of reports, lists and other information relating to pupil records as required.

- Welcome visitors to the school, ensuring signing in procedures are followed in line with the School's safeguarding policies.
- Receive and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
- Liaise with staff, governors, pupils, parents and outside agencies as and when required.
- Check the school emails daily and distribute information as appropriate.

Knowledge and Experience

- Educated to GCSE level or equivalent qualification or experience.
- NVQ 2 or equivalent (desirable).
- Experience of working in a busy office providing efficient general administrative and finance administration, including cash handling.
- Experienced in using school IT systems such as SIMS and Excel (spreadsheets).
- Experience of using and maintain ICT hardware such as printers, faxes and photocopying machines.
- Experience of using financial management systems.
- Preferably experience of working within a School environment and as a result a knowledge of safeguarding practices, child protection procedures and the day to day running of a school.

Personal Qualities

- Organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- Able to provide customer service in a professional manner.
- Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- A team player who has a positive approach to dealing with issues.

- Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies.
- Confident telephone manner.
- An honest, friendly and open approach with high levels of integrity.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct and National Legislation (including Health and Safety and Data Protection/GDPR).
- Maintain discretion and confidentiality of information acquired in the course of undertaking duties for the School.
- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Share the responsibility for first aid with the School's other first aiders.
- Handle, process and account for cash.
- Cost, book and manage the collection of payments for school trips.
- Participate in the school's performance management process as required.
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Trust policies, Government guidelines and any other relevant safeguarding policies as appropriate within the school.
- Will handle information relating to the School, it's pupils, parents/carers in line with GDPR.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.