



Post Title:	Temporary Administration Assistant
Job Purpose:	Responsibility to Senior Office Administrator for the provision of full clerical and general non-teaching support to the school.
Reporting to:	Lead Administrator
Working time:	Term time only
Grade:	Support Staff Grade 2
Duties and Responsibilities:	<ul style="list-style-type: none"> To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school. <p>Dependent upon your specific area of responsibility within the office you may be required to perform or assist in one or any of the following duties.</p> <ul style="list-style-type: none"> Providing telephone and reception duties. Receiving deliveries and signing in and dealing with or directing pupils, parents and other school visitors as appropriate. <ul style="list-style-type: none"> To ensure that they are courteously and correctly received. To deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person. To ensure that all visitors sign in and out of InVentry and that visitor badges are issued. To ensure that all visitors have been issued/shown the Health and Safety and Child Protection leaflets. Contacting relevant member of staff or pupil the visitor is visiting. Receiving and sorting incoming mail for delivery to appropriate staff. Recording, franking and posting of outgoing mail. General administrative duties including photocopying, word processing, laminating and filing. To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries. To type letters, reports, memoranda, policies and other documents and this will include typing of a confidential nature and general support typing. Preparation and maintenance of files, pupil records and data entry. <ul style="list-style-type: none"> Setting up files for new starters. Entering pupil data onto BromCom for new starters and leavers. Collection of cash/cheques for; <ul style="list-style-type: none"> Stationery. Uniform. School trips/activities and issuing receipt. School Fund and issuing receipt. Dealing with pupil and staff requests and queries as appropriate. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. To ensure all tasks are carried out with due regard to Health and Safety. To take part in the school's professional development including adhering to the principle of performance management. To adhere to the catholic ethos of the school. <ul style="list-style-type: none"> To promote the agreed vision and aims of the school.

	<ul style="list-style-type: none"> – To set an example of personal integrity and professionalism. – To promote and follow the Office Charter. – To attend appropriate staff meetings. • Administer and maintain Free School Meal (FSM) data. <ul style="list-style-type: none"> – To administer regular FSM reviews and update records accordingly. – Update FSM spreadsheet on a daily basis. – Keep FSM register up-to-date deleting and adding pupils as applicable. – Ensure sufficient stock is ordered and available - ie FSM registers and dinner tickets. • To administer, support and maintain records for; <ul style="list-style-type: none"> – Careers Coordinator. – Work Experience Coordinator. – Educational Visits/Activities in and out of school. – Pupil Engagement Spreadsheet. • Assist Lead Administrator in administering new pupil admissions both In-Year and New Intake. • Assist with providing a high level of support to pupils and staff in all matters relating to attendance, wellbeing and behaviour with guidance from the Pastoral Team. • To perform any other duties as commensurate within the grade in order to ensure the smooth running of the school. • To be a First Aider.
Other Specific Duties	<p>Observance of the city council's Equal Opportunities Policy will be required.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</p> <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
Level of Supervision:	Plan own work to ensure the meeting of defined objectives.