



# **The Federated Schools of St. Joseph's Catholic**

## **Nursery, Infants and Juniors**

### **Job Description - Administration Assistant**

**Contract type:** Interim rolling contract – 38 weeks contract (Plus 5 days INSET + 1 Week)

**Reporting to:** Office Manager / School Business Manager / Headteacher

### **Main Purpose**

To carry out the duties of the post to enable the smooth and efficient running of the school's administrative systems and day to day running of the school under the direction of the School Business Manager and School Office Manager.

To be part of the administration team in the school, providing a welcoming environment for colleagues, visitors and parents as required.

### **Administration Duties**

- Answer general telephone and face to face enquiries
- Check and monitor school email and ensure queries are responded to in a timely and professional manner
- Ensure that all staff create a professional and welcoming reception for all visitors and parents. For all visitor checks as well as health and safety processes are in place to monitor entry in and out of the building.
- Manage the school's website, social media presence and support the communication
- Complete relevant forms for pupils leaving the school; update the Pupil Database; and send pupil's files and records to the relevant secondary schools to ensure that procedures are complied with

### **Monitoring Attendance/SIMS**

- Assist with the attendance procedure ensuring class registers are completed in a timely manner
- Undertake all necessary attendance administration including texting parents for unexplained absences
- Monitoring of absences and ensuring these are reported to office manager and senior members of staff accordingly
- Maintain manual and computerised records/SIMS
- Produce lists/information/data/reports as required e.g SIMS reports

### **Day to Day Organisation of the school**

- Assist in the organisation and administration of trips, clubs and workshops
- Update the school shop with trip and club payment lists/help parent access the school shop
- Monitor uptake, attendance and payments
- Assist in the organisation and administration for the nursery/extended hours
- Assist in the organisation and administration for school dinners including liaising with the school cook.
- Complete the annual orders/returns for free milk and free fruit.
- Assist in the organisation of catering for school events
- Create CTF for Junior and Secondary Transfer.

## **Key Responsibilities**

- Assist with the identification and resolution of potential security breaches and vulnerability issues in a timely and accurate fashion
- Take ownership in assigned tickets through the IT service desk, and ensuring a prompt and efficient service, escalating to 2nd /3rd line if necessary
- Maintain and support the schools network infrastructure, software, hardware resources and communicate with outside agencies and suppliers for the maintenance and repair of equipment stand-alone machines as directed by the IT Manager
- Be responsible for mobile technology and covering hardware and software used within the school
- Provide support and advice on IT systems to different audiences (pupils, staff and external clients such as parents).
- Be responsible for school's registration with Data Protection Agency and act as Data Protection Officer
- Operate relevant equipment/complex ICT packages.
- Manage the marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Ensure the school calendar is updated and events are organised
- Actively promote the safety and welfare of our children and young people
- Assist with student welfare and liaise with parents where necessary

## **Other Areas of Responsibility**

- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure that all members of the office present a positive image to the school to all staff, parents and visitors both internally and externally, at all times.

The Administration Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. They will be expected to attend training specific to their role and meetings where appropriate.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administration and Finance Assistant will carry out and may be amended at any time in consultation with the post holder. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher