

JOB DESCRIPTION

Post: Administrative Assistant
School: St. Joseph's RC School
Grade: Hay 4

JOB SUMMARY

To assist with the co-ordination of all administrative functions in order to assist in the smooth running of the school and to maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with the School Business Manager and the Senior Management Team (SMT)

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for assisting in managing the school office.
2. To assist in the maintenance of the various school computerised databases of pupil and staff information.
3. To provide administrative support to the school teacher(s) and SMT as appropriate.
4. Financial Administration in conjunction with the School Business Manager / Money Management Systems

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Responsibility for assisting in managing the school office, including:
 - Assisting with the supervision of the office staff and to ensure the all office duties and responsibilities are being organised and carried out efficiently.
 - Liaising with the School Business Manager relating to work to be undertaken by the office
 - Assisting with monitoring the induction of any new member of the office staff.
 - Deputising for the School Business Manager in relation to the above duties, in her/his absence.
 - Assisting with the administration of new admissions and assist the School Business Manager / Headteacher in arranging parental interviews and appeals.
 - General word processing.
 - Provide administrative support in organising safety procedures, including fire drills.
 - Assisting the School Business Manager in overseeing the general administration of school dinners.
2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:
 - Maintaining the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate.
 - Providing assistance with other information databases during the busiest times of the year
 - Alongside the School Business Manager, be responsible for ensuring accurate records of absences and holiday entitlements for office staff are kept.

3. To provide administrative support to the School Business Manager / Headteacher as appropriate, including:
 - Assisting the SMT in all aspects, including contacting parents and pupils where necessary, liaising with the SMT on outcomes
 - In liaison with the Headteacher / School Business Manager, maintaining a confidential filing system.
4. Financial Administration – Assisting the School Business Manager to:
 - Be responsible for accounting procedures in the school as regards school journey accounts, school accounts and banking of other school monies.
 - To keep a record of expenditures and process payments.
 - To keep record of fund raising activities and general school income.
5. Child Protection
 - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

JOB CONTEXT

Reports to: School Business Manager and the SMT

Supervises: N/A

Contacts: SMT, School Business Manager, other office staff, teacher's, pupils, parents.

Financial Responsibilities: General daily management

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives
- Commitment and contribution to improving standards for pupils within the school as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal school hours on occasion, with due notice.

ADMINISTRATIVE OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		Relevant qualifications, although training will be given
Experience	Experience in Admin role	Experience of administration in a similar environment
Knowledge	A sound knowledge of computer systems, including word processing systems	Training will be given
Skills & Ability	<p>Ability to communicate with care and discretions with persons at all levels</p> <p>Ability to work pro-actively to achieve efficient and effectiveness as part of a team of staff.</p> <p>Ability to organise one's own tasks with minimum supervision</p> <p>The ability to work to deadlines</p>	