



St Mary's Catholic Primary Trusts

Administration Assistant

Role Profile and Person Specification

October 2018

ST MARY'S CATHOLIC PRIMARY TRUST

Role Profile

Job Title:	Administration Assistant
Department:	Children, Families and Education
Division:	Primary Trust
Grade Range:	Grade 4 SCP 19
Hours:	36 hours per week term time plus 5 inset days
Location:	St Mary's Catholic Junior School
Reports to:	Office Manager
Responsible for:	N/A
Role Purpose and Role Dimensions:	Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.
Commitment to Diversity:	As a member of the Trust community to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Contractors and suppliers▪ Parents and Carers of Pupils▪ General public
Key Internal Contacts:	<ul style="list-style-type: none">▪ Executive Head teacher and Head of School▪ Office Manager▪ Teachers and Support Staff▪ Pupils▪ Governors▪ Site Manager
Financial Dimensions:	<ul style="list-style-type: none">▪ Responsible for Parentpay, administering dinner money, after school clubs, and visits income.
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Using school policy and procedures to drive excellent punctuality and attendance for the children.▪ First Aid Judgements
Other Considerations:	<ul style="list-style-type: none">• To support the Catholic Ethos of the School.• First Aid qualification
Is a satisfactory disclosure and barring check required?	<ul style="list-style-type: none">• Enhanced DBS check

Key Accountabilities and Result Areas:

Key Elements:

Organisation

This will involve:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Administer admissions and attendance for the school
- Make arrangements for the school trips and events.

Administration

This will involve:

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Administer Parentpay system.
- Administer Parents Evening system.
- Input school registers and code up absence sheets weekly.
- Produce Official Registers.
- Keep details regarding absences of pupils targeted for poor attendance.
- Use manual and computerised attendance systems.
- Analyse and evaluate data and print registration certificates when required.

Resources

This will involve:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Attend regular training updates as and when required.

Responsibilities

This will involve:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- Identify & check daily targeted pupils whose attendance and punctuality causes concern.
- Liaise with colleagues to ensure compliance to GDPR.

Key Accountabilities and Result Areas:

Key Elements:

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Council's and Trust's Green Commitments. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety**This will involve:**

- Every employee is responsible for his or her own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Report all accidents in a timely manner on Trust accident forms.

To contribute as an effective and collaborative member of the Trust Team**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the Trust.
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on Trust policies and interventions.

Person Specification

Job Title:

Administration Assistant

Essential knowledge:

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Appropriate knowledge of first aid.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.

Essential skills and abilities:

- Good numeracy/literacy skills.
- Effective use of ICT packages,
- Use of relevant equipment/resources.
- Good keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.
- Ability to identify own training & development needs & cooperate with means to address these.

Essential experience:

- General clerical/administrative/financial work.

Special conditions:

- Take part in the Trust's performance management system.