

JOB DESCRIPTION



SCHOOL:	Our Lady & St Bede Catholic Academy
POST TITLE:	Admin Assistant
REPORTS TO:	PA to Headteacher & Office Manager
GRADE:	D - 4
MAIN PURPOSE:	Under the direction / instruction of senior staff provide clerical, administrative and financial support to the school

MAIN DUTIES/RESPONSIBILITIES - Post holders working to this job description may undertake any of the following main duties and responsibilities, (but not necessarily all of them).

1. To undertake typing and word-processing accurately and in a quick and efficient manner as required by Senior Staff.
2. Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
3. To maintain and update manual and computerised records e.g. pupil data.
4. To operate and have in depth knowledge of relevant IT systems such as Word and Excel, outlook, SIMS and use the internet as appropriate.
5. Reception duties – answering telephone calls and receiving visitors ensuring they are dealt with in a courteous and professional manner and that they are signed in to the school and given the appropriate security badge.
6. To ensure that all enquiries are dealt with effectively and efficiently i.e. answering queries and taking messages etc.
7. Provide administrative support duties including, photocopying, filing, laminating, completion of forms and updating pupil records.
8. Receiving, recording and arranging distribution of deliveries.
9. To sort incoming and outgoing mail and distribute across the school as appropriate.
10. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
11. Administration of pupil medication.
12. To provide cover / assistance to other members of staff as required.
13. From time to time provide assistance at out of school hours events eg prize giving evenings



14. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

15. To carry out your duties with full regard to the School's Equality Policy and Race Equality Scheme.

16. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

17. Any other duties of a similar nature related to the post which may be required from time to time.

Fluency Duty

English language requirement for public sector workers in customer facing roles.

Recruitment and selection example wording for advert and job specification.

(taken from the Code of Practice on the English language requirements for public sector workers November 2016).

Part 7 of the Immigration Act 2016 creates a duty to ensure that all public authority staff working in customer-facing roles speak fluent English to an appropriate standard.

* "The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post."

* "An ability to fulfil all spoken aspects of the role with confidence through the medium of English."

* 'Be able to conduct a conversation and answer questions, for an extended period of time where necessary.'