

# Administrative Assistant



## Job Description

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| <b>Post Title</b>       | <b>Administrative Assistant</b>                  |
| <b>School</b>           | <b>St Augustine's Catholic Primary, Weymouth</b> |
| <b>Salary and Grade</b> |  |
| <b>Line Manager(s)</b>  | <b>Senior Office Administrator</b>               |
| <b>Contract Type</b>    | <b>Permanent Part-time</b>                       |

### Main purpose of the job:

To provide efficient and effective administrative support to ensure compliance with Plymouth Cast and the School administrative/clerical and reporting requirements, including undertaking manual and computer data entry/extraction and other clerical duties.

### A. Key tasks:

- ◆ Reception duties, answering routine telephone and face to face enquiries, and signing in visitors.
- ◆ To complete appropriate data input and paperwork associated with the clerical needs of the school, including maintaining the pupil database.
- ◆ Undertake general office duties, including collating and copying reports and documents, organising and maintaining filing systems, and assisting in the absence of colleagues.
- ◆ Process incoming and outgoing mail.
- ◆ Undertake other duties as directed and commensurate with the grading of the role.

### B. Experience, Knowledge and Qualifications

- ◆ NVQ Level 2 in administration/GCSE including English and Maths grade C or equivalent qualification or experience.
- ◆ Knowledge of general computer packages and office equipment e.g. Microsoft Office, photocopier, fax, shredder, telephone system, etc.
- ◆ To be able to work accurately, under own initiative for short periods of time, and to work in an organised and flexible manner, and as part of a team.

## Job Description continued



### Supervision and Management

The post holder will be required to work without direct supervision. Supervision will be present where necessary.

### Skills and Technical Competencies

- ♦ Using judgement when interpreting and resolving straightforward problems.
- ♦ Interpersonal skills for communicating tactful and sensitive information with school colleagues and callers and visitors to the school.
- ♦ Keyboard skills for the production of routine correspondence and emails with occasional typing. Word processing and other IT based tasks.

### Corporate Standards

- ♦ Act at all times in accordance with appropriate legislation and regulations, code of practice, the provisions of all policies and procedures.
- ♦ Promoting and safeguarding the welfare of children and young people in accordance with Plymouth Cast's safeguarding and child protection policy.

### Professional Development and Organisation

- ♦ Be willing to participate in your own performance management appraisal undertaking to attend courses, Inset days and training to support your own professional development as agreed with the Head teacher.
- ♦ Attend staff meetings every week or as required by the Head teacher.

### Professional Relationships

- ♦ Foster good relationships with parents and carers.
- ♦ Work in co-operation with Governors, welcoming them into classrooms and other meetings.
- ♦ Work closely with Teachers (and possible student and parent helpers) sharing thoughts and ideas and to be sensitive in the confidentiality of their relationship with them.
- ♦ Be willing to use initiative over tasks when the Senior Office Administrator is not available to advise.
- ♦ Respect confidentiality at all times of any personal details concerning a specific child or family.
- ♦ Make a positive contribution to the wider life and Catholic ethos of the school.