



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Job Description

Admin Assistant

Grade: Band 2
Hours: 37 hours per week, Term Time only, Fixed Term until 31.8.2022
Location: St Joseph's Catholic Middle School, Hexham
Reports to: Office Manager

Job Purpose

- Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.

Main Duties and Responsibilities

- Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors
- Marketing
- Maintenance of school websites, ensuring statutory compliance is met
- Promotion of school through social media posts using Instagram, Facebook etc
- Using a marketing strategy to promote the schools within the local community and wider areas
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools' trips, events etc
- 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. pupil's data
- Undertake typing and word-processing and other IT based tasks
- Undertake ICT tasks within the LEA approved IT systems e.g. SIMS as directed.
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)
- Maintain stock and supplies, cataloguing and distributing as required

- Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LA Financial Regulations)
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders
- 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
- Such other responsibilities allocated which are appropriate to the grade of the post

Additional Information

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.
- The duties and responsibilities highlighted in the job description are indicative and may vary over time. The post holder will be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and grade has been established on this basis.

October 2021