



## St Catherine's Catholic Primary School

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<b>Job Title:</b>	School Admin Assistant
<b>Grade:</b>	2
<b>Post Accountable to:</b>	School Business Manager
<b>Function or purpose:</b>	To support the smooth running of the office.
<b>Hours of Duty:</b>	Daily 8.30am - 1.00pm
<b>Confidentiality:</b>	All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**NOTE: THIS POST IS SUBJECT TO A DBS CHECK**

### Duties:

#### Reception:

- Provide a warm welcome to all parents and visitors.
- Managing of registers and operating first day contact in line with attendance procedure
- Produce weekly/monthly attendance records for Headteacher
- Oversee the collection of permission slips/money for school trips and events in liaison with the School Business Manager and liaise with parents regarding overdue payment
- Support the School Secretary in the organisation of school clubs.
- Deal with both telephone and face-to-face enquires
- Sign in Visitors and issue badges
- Offer refreshments to Visitors

#### Administration:

- Provide Admin support - photocopying, filing, typing, etc.
- Update information and photographs on the Reception TV
- Assist the School Secretary in the distribution of letters home including delivering to classrooms
- Undertake any school shredding

### **Medical:**

- Record daily injuries of pupils/staff/visitors
- Provide First Aid support to pupils including contact with parents as necessary ensuring appropriate records are kept.

### **School Support:**

- Monitor tidiness of the Staffroom including emptying of dishwasher, etc
- Monitor organisation and tidiness of Stock cupboard
- Manage/access into/out of school including pupil appointments within school hours.

To undertake any other duties as required by the Headteacher to ensure the smooth and efficient running of the school.

The Post Holder will be committed to attend staff training as required and participate actively and effectively in their own development through supervision and performance management processes.

The Post Holder will be expected to contribute to the overall ethos/work/aims of the school.

The Post Holder will be expected to appreciate and support the role of other professionals.

The Post Holder will be expected to treat all members of the school community with courtesy and consideration.

The Post Holder will be expected to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The Post Holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The Post Holder may be asked to attend events outside of their normal working hours. This will always be with prior arrangement and all additional hours will be paid at the Post Holders normal hourly rate.