

ST MARY'S CATHOLIC SCHOOL

TITLE OF JOB: ADMIN ASSISTANT

GRADE: H2

1) JOB OUTLINE

a) REASON JOB EXISTS

To provide a personal and confidential secretarial service to the designated members of the school staff.

b) MAIN AREAS OF RESPONSIBILITY

- To provide a secretarial service to designated members of staff
- To operate the office equipment, eg computer, photocopier etc.
- To complete and return various administration forms as requested

c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form.

f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

2) ORGANISATION CHART

Office Manager

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Admin Assistant

3) SUPERVISION

Liaise with individual teachers to organise own workload and priorities on a day-to-day basis using own initiative and knowledge of the work. Refer any overall working issues to the Office Manager.

4) JOB CONTEXT

Admin assistants provide administrative and clerical assistance for the running of a large comprehensive school, including, on a daily basis, word processing, typing, telephone, completing forms, answering many queries, organising and executing a wide variety of duties.

5) CONTACTS

- Designated teachers secretarial support
- Learning Coordinators collation of monitoring sheets and reports
- Assistant Headteacher format and recording of reports
- Office Manager general work issues

6) KNOWLEDGE, EXPERIENCE AND TRAINING

- It is necessary to have a good general education to GCSE standard
- Typing, shorthand, word processing, and general computer knowledge
- Office experience essential (at least one year)
- Public relations and social psychological awareness

7) PROBLEMS AND DECISIONS

Dealing with stressed teachers, very often a calm, sympathetic approach can cool the situation until a senior member of staff can be contacted.

8) ADDITIONAL INFORMATION

Ability to work under pressure whilst dealing with constant interruptions from various sources.

With a perpetually changing situation it is difficult to describe the qualities and abilities that the job demands.