



SCHOOL:	Sacred Heart Catholic Primary School
POSITION:	Administration Assistant
GRADE:	SC5
HOURS:	35 per week – 8am-4pm
Contract type:	Term time only
RESPONSIBLE TO:	School Business Manager

Purpose of the post

To assist in the running of an effective and efficient, confidential administrative support at Sacred Heart Catholic Primary School. Providing general administrative support to the Executive Headteacher, Business Manager, and SLT members.

The post-holder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Executive Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main responsibilities

ADMINISTRATIVE

1. To provide the first point-of-contact for all visitors attending the centre, welcoming them and providing information or referring them to the appropriate member of staff in an efficient and professional manner
2. To be a member of the Sacred Heart Catholic Primary School Administrative Support Team
3. To have relevant IT skills as required in connection with the duties of the post, including knowledge of Office 365, Arbor and Access.
4. To provide general clerical/administrative duties including bulk photocopying, filing, data entry, record-keeping, maintaining diaries, receipt/distribution of post etc.
5. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
6. Provide professional, administrative and organisational support to other staff
7. To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate, dealing with general enquiries, and pass on messages accurately, as required
8. To use computer packages provided (including Access and Arbor) for the input of data and extraction of information
9. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
10. Assist EV Leader in the organisation of school trips/events, including, booking travel, entering payment on School Money, helping with the organisation of parent helpers and volunteers.
11. Supporting with the organization of the Year 6 residential, including, payment plans, medical and other admin as needed by Year 6 team.

12. Assist with managing the school's email inbox, ensuring emails are forwarded to the relevant staff member as necessary
13. Composing and sending texts and emails to the school community as required
14. Assisting in setting up and taking payments for the school online payment system.
15. Administration of After School Club and Enrichment Clubs including, preparing letters to parents, registers and payment on 'Teachers2Parents' system.
16. Ensuring the school's safeguarding procedures are always complied with, including the issue of visitor's badges, signing in of the visitors and photocopying of ID to pass to the School Business Manager

FINANCE

1. Purchase ordering - To be responsible to the Finance Officer for the carrying out of the ordering process including ensuring correct authorisation of purchase requisitions and entering purchase orders on the schools online finance management system - Access
2. To ensure all deliveries are correct and in good condition before distribution
3. Collate all order forms and delivery notes, match to invoices and ensure they have all relevant supporting information
4. Ensure all invoices are authorised appropriately before payment
5. Support with processing invoices and BACS runs
6. Collect, record and issue receipts for payments from parents
7. On occasion count cash collections ready for banking
8. Carry out financial administration function in line with relevant financial and audit procedures and regulations

ADMISSIONS

1. To oversee and organise management of admissions procedures in line with the local authority criteria, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy e.g. Casual in-year Admissions, Reception in-take and Secondary Transfer
2. Provide assistance with the in-year admissions process for the school and to be responsible for maintaining and operating agreed procedures. Ensuring policies and procedures are followed including safeguarding requirements
3. Ensure admissions committee paperwork is distributed and relevant decisions are forwarded to local authority
4. Support the Headteacher to organise and deliver the schools admissions arrangements, including in-year admissions, nursery and reception in-take and secondary transfers, in line with the local authority and Diocese of Westminster procedures including maintaining waiting lists
5. Providing support to the schools admission committee to allocate spaces in line with school's published admissions arrangements, including minuting meetings.
6. Organise and assist in delivering the schools programme of welcome meetings for new and prospective parents
7. Advise the school leadership team on all aspects of the admissions process.
8. To manage the eligibility codes for 30 hours free childcare for nursery children.
9. To manage the procedures relating to pupil transfers (CTFs)
10. Attending end of year borough sessions to carry out promotion to new academic and new class lists

PUPIL DATA

1. To assist in entering and amending Pupil Data on to relevant computerised systems
2. Maintain compliant records on Arbor

3. Maintain paper record for students
4. To monitor free school meals data on Arbor
5. Request records from previous schools, where relevant and arrange for school records to be sent to new school

OTHER

1. To respond to queries and requests from families of children where they affect the administration of Sacred Heart Catholic Primary School.
2. To respond to the administrative needs of Sacred Heart Catholic Primary School flexibly. This would consider the current demand of the role and needs of the provision
3. To provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
4. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
5. Assist with marketing and promoting the school
6. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
7. To carry out other minor and/or non-recurring duties, appropriate to the post as may be directed
8. At all times carrying out responsibilities/duties within the framework of Sacred Heart Catholic Primary Schools Equal Opportunities Policy
9. To promote the safeguarding of children including monitoring and controlling access in and out of the provision
10. To undertake other administrative duties as required by the provision
11. To be professional in dress and manner at all times.
12. Carry out duties and responsibilities in accordance with Sacred Heart Catholic Primary School's Health and Safety Policy and relevant Health and Safety legislation
13. Maintain the reception area including updating literature and the parents noticeboard.
14. To be responsible for ensuring stock rooms are tidy and keep within a reason limit, advising SAO of orders required as appropriate.
15. To replenish stock in the first aid boxes in medical areas, ensuring children's inhalers & EpiPens are in-date and to contact parents as necessary to update, liaising with inclusion leader.

CONFIDENTIALITY

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

Person Specification

Education and Experience	
1.	Proven clerical/administrative experience
Skills, Knowledge and abilities	
2.	Knowledge of Arbor essential
3.	Knowledge of Access and Office365 is desirable
4.	Excellent written and oral communication skills
5.	Ability to work under pressure and meet tight deadlines
6.	Ability to present information (data and text) in a variety of formats using word processors, spreadsheets, E-mail and the internet
7.	Experience of administration including dealing with correspondence, photocopying and maintaining routine filing systems
8.	Ability to work under pressure and prioritise effectively
9.	The ability to work within set procedures and to maintain confidentiality
10.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
11.	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and families
12.	Numerical skills to record routine statistical information
13.	Ability to work effectively as part of a team
14.	Ability to deliver a service within the framework of Sacred Heart Catholic Primary School's Equal Opportunities Policy
15.	Ability to work to the Council's and Sacred Heart Catholic Primary School's high standard of customer care