



ST. HELEN'S CATHOLIC PRIMARY SCHOOL **JOB DESCRIPTION**

Mission statement

Respect yourself
Respect everyone in our school community,
Respect everyone in our local community,
Respect everyone in our global community,
But most of all, respect God our father in Heaven.

Job Title: Administrative Assistant

Reports to: Headteacher/School Business Manager

Responsible for: General Office Duties

Liaison with: School Office Team/Other school staff/Pupils/Parent & Carers

Job Purpose: To provide an effective and efficient clerical and welfare support to the school.

Duties

Reception

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner and respond to e-mail enquiries.
- To take messages where appropriate and pass onto the relevant members of staff – some of these will be confidential and must be treated as such.
- To ensure school security arrangements are always complied with, including the issuing of visitors' badges and signing of the visitor's book.
- To accept and sign for deliveries as appropriate and liaise with Pupil Administrator /Site Manager as they arrive.
- To provide hospitality for visitors to the school.

Administrative

- To collate information and prepare the school weekly newsletter.
- To maintain the school diary including updating school website and staff information board.
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including email.
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier.
- To provide general clerical support as required.

School Meals

- To undertake the booking processes and maintenance of school meals on a daily basis in liaison with the Finance Clerk.

Welfare

- To administer basic first aid to pupils as required.
- To liaise with Parents/Carers regarding pupil medication/sickness/injuries.
- To assist with visits from nurse
- To assist with the general welfare of pupils.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

<p>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.</p>
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