



With grace and humility, glorify the Lord by your life

Administration Assistant

Grade: F6 – 11

Line Manager: STM Office Manager

Delegates to: This role has no delegation responsibility

Job Summary

To support the aims and ethos of the school by providing an efficient and effective administrative service and ordering supplies necessary for the day to day running of the school.

Purpose

- To work as an administration assistant providing an efficient and effective reception and clerical support service whilst supporting the school ethos.
- The person appointed to this position will work as part of an administrative support team.

Responsibilities

- In alignment with the guidance set in Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (December 2023), be fully committed to establishing and maintain safe, supportive and positive relationships with all students, ensuring their well-being and development in a secure and nurturing environment
- Consistently uphold The Holy Spirit MAC Staff Code of Conduct and ensure adherence to safeguarding protocols and procedures to protect children, as outline in the St Thomas More Catholic Academy Child Protection and Safeguarding Policy
- Responsibility for operating the school telephone switchboard, responding to telephone calls to the school and dealing with enquiries about any aspect of school life.
- Support with photocopying, laminating and spiral binding within the school offices.
- Being a point of contact for pupils and parents requiring help and/or support and referring them to other appropriate staff in the school.
- Undertaking word processing activities such as the production of minutes, letters and other day to day applications. Using the Arbor computerised administration system to locate pupils during the school day.
- Routine administration tasks including reprographic requests.
- Assist with receiving deliveries and supporting the site team.
- Maintenance of basic filing.
- To support with attendance in the absence of the Family Support Worker.
- Liaise with Warwickshire Local Authority regularly in relation to all admissions to the school and prepare the appeals statement for appeal sessions.
- To organise and co-ordinate all appeals for unsuccessful applications for places at the school.
- CTF Files – import/export
- Update student details on Arbor
- FSM – obtain list from SAM and maintain Arbor
- In-Year Celebration Assemblies
- Health Care Plans

- Management of first aid stock
- Maintain and update Catholic Life Scrap Book
- Oversee Arbor communication
- Maintain Arbor with starters and leavers for main school
- To hold a current first aid certificate – training will be provided on this.
- Any other reasonable task which is required at the discretion of the STM Office Manager /Principal.

Finance

- Raise purchase orders for goods and services required for the day to day running of the school using PS Financial.
- Process and source the day-to-day orders as authorised by the Senior Executive Principal, Principal and Chief Finance Officer (CFO) following the agreed procedures in accordance with the Financial Scheme of Delegation working with the central finance team using PS Financials purchase order process.
- Monitor safe receipt of items ordered to ensure value for money and that the correct goods are received and given to the relevant department in the school.
- Match purchase orders with invoices and submit to the central finance team for payment.
- Receive and record money on behalf of the school (e.g. trips, voluntary contribution and charitable events) as instructed by the Principal / CFO working with the central finance team.
- Maintaining the central stock of stationary to ensure school staff have adequate supplies of items such as paper, pens and key stationary items, as agreed with the Office Manager.
- Ensure value for money when schools make purchases by checking on line or doing price comparisons and make purchases for Principals and Senior Leaders.
- Support organising and processing charitable activities held by STM and keep an up to date tracker as directed by the Office Manager.

Pupils

- To contribute to a welcoming student services team that supports students to access learning or help to remove any barriers to learning.
- To ensure all processes and systems for admissions and for school leavers are completed.
- To support pupils to get to lessons promptly should they require advice on timetable enquiries.
- To provide first aid to students and staff as necessary and in a sympathetic and efficient manner, ensuring the correct records are kept and logged and the accident book is completed for more serious injuries. To communicate with parents where necessary and in line with policy, particularly for collection of child or for head injuries.
- All Holy Spirit Catholic MAC staff have a part to play in supporting the school's catholic ethos and understanding pupil safeguarding requirements and promoting the highest level of integrity in dealings with parents and pupils.
- Be aware of and comply with policies and procedures relating to child protection, health safety including raising any CPOM events

Personnel

- To engage positively in the performance management process for support staff
- To support the team ethos where teamwork is recognised and valued over individual tasks and work is effectively prioritised.

Other

- To maintain confidentiality at all times.
- To be aware of and comply with all school policies and procedures and to report any concerns immediately ensuring the health, safety and welfare of staff and students.
- To carry out any other duties as required that fall under the expectation of the role and as required by the STM Office Manager.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Principal.

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager.

St Thomas More Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

As pupil safety is a key priority at our school, we would expect applicants to familiarise themselves with The Holy Spirit Catholic MAC Staff Behaviour Policy and Safeguarding Policy before interview.

Policies can be found on our website <https://www.st-thomas-more.net/Policies/School-Policies/>

All appointments are subject to a clear barred list check and an Enhanced DBS check.