



# St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

## Administration Assistant Job Description

**Reporting to:** *Office Manager*

**Administration Assistant:**

**Cover Supervisor:**

### 1. POST PURPOSE

Ensure office duties are carried out in a timely and professional manner. Assist with Reception during busy periods and cover for absent members of staff. Under the guidance of the Office Manager be responsible for undertaking administrative processes within the school.

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

### 2. SPECIFIC RESPONSIBILITIES

- Maintain manual and computerised record / information systems.
- Undertake administration of routine procedures, including Arbor timetabling at end of year with Assistant Headteacher.
- Undertake administration tasks as required to support the Office Manager.
- Provide cover / back-up to other support staff as required.
- Assist undertaking of administrative and organisational processes within the school linked to trips and events on MIS.
- Undertake general finance administration and processing of financial transactions when required.
- Admissions administration.
- Photocopying.
- Operate relevant equipment/ICT packages, such as Arbor etc.
- Administer systems to ensure ability to provide well-presented and accurate information.
- Administer systems to ensure correct attendance and pupil data collection is fulfilled.
- Instrumental in planning events such as Parent's Evenings.



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- Liaise with Careers Advisor to organise Work Experience and assist with administrative tasks.

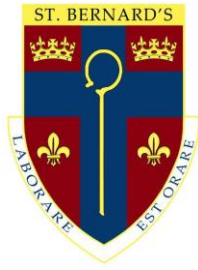
### 3. SUPPORT FOR THE SCHOOL

- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working including first aid.
- Any other duties reasonably requested by the Headteacher.

### 4. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- To develop effective professional relationships with colleagues.
- To actively support the corporate policies of the school.



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- To comply with the school's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## 5. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_  
(Administration Assistant)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Line Manager)

Date \_\_\_\_\_