



St Thomas of Canterbury Catholic Primary School



Executive Headteacher: Mrs K Worton-Geer

Acting Head of School: Mrs W Clark

“Learn, Love and Respect Through Jesus”

JOB DESCRIPTION – ADMINISTRATION ASSISTANT

PART TIME - FIXED TERM CONTRACT (UNTIL JULY 20TH 2027)

£25,989 (PLUS £729 FRINGE ALLOWANCE) ANNUAL FTE SALARY

PRO RATA £7,048 (WITH FRINGE ALLOWANCE: £7246)

Grade: H3 5-6

Main purpose

To provide efficient and effective administrative support within a busy school office, ensuring the smooth running of day-to-day operations and delivering a high standard of customer service to pupils, parents, staff, and visitors.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities

1. Act as a first point of contact for visitors, parents, and pupils, ensuring a warm and professional welcome
2. Answer telephone calls, respond to emails, and deal with general enquiries efficiently and courteously
3. Provide administrative support including word processing, filing, data entry, and photocopying
4. Maintain pupil records accurately on the school's management information system
5. Assist with the preparation and distribution of school communications
6. Support the administration of school events, trips, and activities
7. Undertake financial administration, such as processing orders and invoices, as required
8. Handle incoming and outgoing post
9. Maintain confidentiality at all times and adhere to GDPR requirements
10. Support the wider school team as required

Whole-school organisation, strategy and development:

1. Responsible for maintaining confidential records.
2. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
3. Attend team meetings.

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Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Responsible for the careful and safe use of standard ICT and all other equipment.
4. Undertake moving and handling activities as required.

Working with colleagues and other relevant professionals:

1. Ability to be a proactive team player.
2. Ability share responsibilities.
3. Provide assistance to pupils on social, welfare and health matters.
4. Develop effective professional relationship with colleagues.

Management of staff and resources:

1. Works under the direction of the Office Manager and in cooperation with the classroom teachers.
2. Is creative in making decisions about adaptation of own work, more complex decisions referred to senior staff.

Professional development:

1. Undergoes CPD suggested and offered.
2. Participates in selected INSET sessions. Attend training including INSET sessions as advised.

Communication:

1. Communicates effectively with pupils and their teachers; models and encourages acceptable behaviour.
2. Exchanges information with relevant staff and parents/carers.

Physical Effort

Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

Work is normally carried out in an office environment.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check

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Person Specification

Administration Assistant

Person Specification (H3)

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Skills & Experience	Examples	Essential	Desirable
General	Eager to learn and to develop skills and experience over time	✓	
	Positive, proactive, organized	✓	
	Experience/knowledge skills of working in school administration / office / reception		✓
	Experience of working in a school		✓
	Experience/knowledge skills of working in administration / office / reception		✓
	Understanding of the Schools ethos and values	✓	
	Proven ability to multi-task	✓	
Personal Characteristics	Self-motivated, welcoming, positive, pro-active person with excellent people and communication skills	✓	
	Enthusiastic, conscientious and self-motivated to work independently and as part of a small team	✓	
	Approachable, flexible, calm and caring with a 'can-do' attitude	✓	
	Willing to learn new skills and undertake training, including those for statutory requirements	✓	
	Understands the importance of confidentiality and discretion	✓	
Communication	Ability to work cooperatively and communicate (written and verbal) effectively with staff, students and parents/carers	✓	
	Able to use information technology with confidence	✓	
	Proficient in Microsoft office, in particular word and excel	✓	
	Excellent communication skills, both written and oral		✓
	Ability to demonstrate problem solving, listening skills		✓
Responsibilities	Ability to use own initiative, work calmly under pressure without close supervision	✓	
	Experience of accurately compiling and maintaining records	✓	
	Competent and confident in dealing with the unexpected	✓	
	Adaptable, organised and able to work with minimum supervision	✓	
Working with children	Good interpersonal skills and confident in dealing with both adults and young people	✓	
	Experience of working with children or young people		✓
Working with others	Flexibility and sensitivity to the needs of a wide range of users of the school, including children, parents and staff	✓	
	Experience of dealing with the public/clients/ stakeholders		✓

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.

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Qualifications and training:

Education:

1. Good general level of education, including GCSEs (or equivalent) in English and mathematics
2. Willingness to undertake relevant training

Experience:

1. Previous experience working in an administrative role, ideally in a school setting.
2. Experience of using Microsoft Office and other IT systems

Skills and knowledge:

1. Excellent verbal and written communication skills
2. Standard keyboard skills, use of office equipment
3. Strong organisational and time management skills
4. Ability to use initiative and work independently as well as part of a team
5. Good attention to detail and accuracy in work
6. Communicate effectively with staff, pupils, parents/ carers, suppliers, visitors
7. Discretion and understanding of the need for confidentiality

Personal qualities:

1. Friendly and approachable with a positive attitude
2. Commitment to upholding and promoting the ethos and values of a Catholic primary school
3. Ability to work under pressure
4. Flexibility and willingness to adapt to changing priorities
5. Professional and reliable

Individuals in this role may also undertake some or all of the following:

1. Assist with arrangements for visits, for example by school nurse, photographer.
2. Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
3. Receive deliveries, check and arrange orderly and secure storage of supplies.
4. Occasionally handle cash e.g., for school visits, dinner money, school milk.
5. Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Job Context

1. The school has an Office Manager working one day per week and a part time Admin Assistant who provide the full range of reception and administrative functions.

Supervision

1. Follows instructions or set routines.
2. Decisions relate to own daily workload.
3. The post holder will have no supervision responsibilities of other staff.
4. May demonstrate administrative duties to new or less experienced staff.

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