

## THE DUNSTAN CATHOLIC EDUCATIONAL TRUST

C/O St Joseph's Catholic  
Primary School,  
Park Avenue,  
Bridgwater  
TA6 7EE

**E:** [office@thedcet.com](mailto:office@thedcet.com)

**W:** [www.thedcet.com](http://www.thedcet.com)



### Job Description

Job Title: Administration Assistant Reports to: Office Manager

38 working weeks (term-time) plus 2 inset days

Minimum 32.5 hours

Somerset Grade 15 SCP 3 to 4

Wiltshire Grade D SCP 4 to 6

BANES Grade 3 SCP 5 to 6

#### Job Purpose:

To undertake administrative tasks as requested by Head Teacher, School Office Manager, Teaching Staff and other support staff, including but not limited to reception desk management, word processing, photocopying, filing, telephone calls, pupil information management and daily data recording, school supplies stock control, purchase ordering and deliveries, cash handling, and other required duties in support of the school office

#### Reception Desk:

- Answer telephone and deal with queries
- Contact parents for forgotten items, sick children, bumped heads
- Welcome visitors, check ID/DBS, assist with signing in, issue Visitor Badges
- Check deliveries and inform relevant staff

#### Attendance Recording:

- Check daily attendance; using designated electronic application
- record late arrivals
- record reasons for absence
- contact parents who have not called in
- record children leaving early
- input information for new children
- make changes to information as necessary (address, contact details etc.)

#### Parent and Pupil Support:

- Deal with queries
- collection and recording of consent information
- assist with forms and processes relating to:
- booking clubs
- free school meals
- uniforms
- medication
- school trips
- school photograph session
- health and vaccinations etc.;
- assisting with lunches and children supervision if required

#### Catering Support

- Liaison with outside caterers and kitchen staff regarding lunch bookings
- reconcile parent payments made online
- Manage orders of children's milk and fruit etc.

#### Supplies Management:

- Monitoring stocks of first aid supplies
- staff water and refreshments
- cleaning items
- stationery etc
- Placing orders for office/classroom supplies liaising with the Office Manager

#### Breakfast & After School Clubs/Swimming/School Trips/Bike ability/etc.

- Set up online booking for each term's activities
- Print registers, checking payments made online
- Manage arrangements for trips, booking coaches, communication with parents, teachers and visiting teachers, checking payment status

#### Music Tuition Organising

- Set up online booking for each term's lessons
- Prepare registers for visiting teachers, checking payment status
- Maintain instrument loan register

#### Administrative and other ad hoc support

- As required by Head Teacher and Office Manger
- Typing letters
- Issuing messages on school's communication platforms
- Newsletter creation
- Assistance with policy production
- New employee set up
- ID badges
- Photocopying
- Filing

- Record management
- Handling cash from charity events
- Donations
- Ensuring appropriate handling, storing and disposal of confidential data
- Follow relevant policies and procedures
- Provide minor first aid as required (subject to having received training)
- Minute meetings as required (e.g. annual reviews or other essential meetings as directed by staff)

This job description is subject to regular review which can be initiated by either the post holder, the head or the Trust and which in any case will be reviewed annually.

#### Person Specification

##### Person Specification for the Post of Administration Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Appropriate academic qualifications to at least GCSE standard and the ability to demonstrate literacy and numerical competency through proven experience</li><li>• Competence in IT</li></ul>	<ul style="list-style-type: none"><li>• Word skills</li><li>• Evidence of recent, relevant professional development</li></ul>
Professional Development	<ul style="list-style-type: none"><li>• Data handling experience</li><li>• Microsoft Office</li></ul>	<ul style="list-style-type: none"><li>• Evidence of working in a school office</li><li>• Website Management</li><li>• Knowledge of SIMS and On-Line Payment Systems</li></ul>
Experience and knowledge	<ul style="list-style-type: none"><li>• Proficient in the use of word processing, spreadsheet and database packages and presentational software i.e. PowerPoint, Publisher</li></ul>	<ul style="list-style-type: none"><li>• First Aid Trained</li></ul>

	<ul style="list-style-type: none"> <li>• Previous experience of office/clerical work</li> <li>• Ability to problem solve and cope with conflicting demands, deadlines and interruptions</li> <li>• Practical understanding of safeguarding needs within a school setting</li> <li>• Good standard of ICT skills and knowledge of stand computing packages, e.g. Word/Excel, databases</li> <li>• Commitment to confidentiality</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent interpersonal skills for communication with visitors, staff, parents, pupil, governors, suppliers etc.</li> <li>• High level ICT skills and high level of attention to detail</li> <li>• Calm and adaptable with an ability to work within a flexible and busy environment</li> <li>• Excellent organisational, prioritisation and time management skills</li> <li>• Ability to anticipate and problem solve</li> <li>• High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information.</li> <li>• Ability to work as part of a team and to use initiative when required</li> </ul>	

Personal	<ul style="list-style-type: none"> <li>• Empathy with children and young people</li> <li>• An enthusiastic and effective team Player</li> <li>• Helpful, calm and cheerful with a professional manner (both face to face and on the telephone)</li> <li>• Ability to maintain positive professional relationships</li> <li>• Be punctual, reliable and trustworthy</li> <li>• Be able to demonstrate enthusiasm, be responsive to change and retain a sense of humor</li> <li>• Smart professional appearance</li> <li>• Willingness to be flexible with working hours to respond to the needs of the school and the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm towards learning and supporting the development of the business.</li> </ul>
----------	---	---