

THE DUNSTAN CATHOLIC EDUCATIONAL TRUST

C/O St Joseph's Catholic
Primary School,
Park Avenue,
Bridgwater
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Job Description

Job Title: Administration Assistant

Reports to: Headteacher

Salary Range:

Somerset Grade 13 SCP 6 to 11

Wiltshire Grade F SCP 9 to 11

Job Purpose:

To undertake administrative tasks as requested by Executive Headteacher, Head of School, School Business 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.

This Job Description is based on the School Teachers' Pay and Conditions Document (STPCD) and Diocesan Guidelines.

Main Duties and Responsibilities:

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/Bikeability/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 Manager
 - Typing letters
 - Issuing messages on school's communication platforms
 - Newsletter creation
 - Assistance with policy production
 - New employee set up
 - ID badges
 - Photocopying
 - Filing
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- 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)

Safeguarding

Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates and training and full 'basic awareness' training every two years. You must have read, understood, and comply with the school's safeguarding procedures, including whistleblowing.

Equal Opportunities

The Dunstan Catholic Educational Trust is an equal opportunities employer. We are committed to promoting equality and diversity, and to eliminating discrimination in all its forms. All staff are expected to uphold these principles and contribute to an inclusive working environment. The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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 for the Post of Administration Assistant

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

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

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