



Administration Support

Purpose of Role

To provide comprehensive school reception and administrative support within St John Payne Catholic School.

Line Manger: Lauren O'Driscoll

Reports to: Senior Leadership Team

Key Responsibilities

- Welcome visitors in a professional and friendly manner, providing a clean and tidy reception environment with up to date displays
- Ensure safeguarding procedures are followed for visitors to include checking identity and DBS information, issuing appropriate badges and passes and ensuring signing in and out is completed correctly.
- Support pastoral and academic enquiries from staff, parents, and external agencies.
- Administrative support for Heads of Year/Heads of Department such as statement filing.
- Administration for certificates for year group assembly.
- Coordinate meetings for middle leaders; prepare agendas.
- Minute meetings as required.
- Support the In-tray function.
- Answer phone calls and emails from parents, staff, and external agencies.
- Support the organisation of parents' evenings and pastoral events.
- Manage communication systems (emails, letters, phone calls) between school and families.
- Ensure confidentiality and compliance with safeguarding and GDPR requirements.
- Support administration of Rewards, Jack Petchey & Chaplaincy processes.
- Store Pastoral & Academic minutes.
- Maintain student records on SIMS.
- Support Attendance & Medical when needed.
- Prepare letters, emails, and notices for parents and staff.
- File and organise paperwork, including safeguarding and behaviour records.
- Book rooms and resources for meetings or events.
- Provide cover for other admin roles when needed.



General Responsibilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils.
- Work in compliance with the Code of Conduct, Regulations and policies and its commitment to equal opportunities
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards
- This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. The post holder will be required to carry out any other duties as requested which are commensurate with the grade of the post