

# St John Rigby Catholic Primary

## JOB DESCRIPTION

### OVERVIEW

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>               | <b>School Office Administrator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Closing Date</b>            | Friday 25 <sup>th</sup> September by 12 noon, or sooner dependant on application                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Interview Date</b>          | To be arranged on receipt of application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Salary / Scale</b>          | £25,185 - £25,583 (pro rata)<br>NJC Scale points 4 - 5 (Grade E)                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contract type:</b>          | Permanent, Full Time (37 hours), Term Time only plus 1 week (39 weeks)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose of the Position</b> | To support the School Office Manager in the effective management of the school's administrative systems together providing a high-quality administrative support to the Headteacher and staff. Act as the first point of contact for pupils, parents and visitors to the school and assist in day-to-day administration, following office procedures.                                                                                                                                                                          |
| <b>Key Responsibilities</b>    | To support the School Office Manager in managing school administrative and safeguarding processes and systems including managing the school MIS Systems (Bromcom) e.g. monitoring pupil absence and processing admissions/leavers, g manning the school Reception area, school diary, school trips, first aid, staff lunchtime rota and communications with parents/carers.<br>This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually. |
| <b>Responsible to:</b>         | School Office Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Accountable to:</b>         | The Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## MAIN DUTIES

### 1. Reception

- Be the first point of contact for all pupils, parents, and visitors to the school.
- Be responsible for ensuring all phone calls to the school are answered and responded to in a timely and welcoming manner resolving queries and/or referring when necessary.
- Be responsible for responding to all day-to-day enquiries referring where necessary to the School Office Manager or Headteacher when appropriate.
- Maintain the reception area and front office to promote a positive image of the school.

### 2. Administration

- Be responsible for supporting the School Office Manager to complete school administration and operational procedures to enable the school to function effectively.
- Ensure effective use of InVentry, managing visitor sign-in and direction to the appropriate place, and pupil sign-in when necessary e.g. lateness or medical appointments etc
- Support the maintenance of pupil databases and other MIS systems including, BROMCOM.
- Support the management of the booking system for parents' evening and other events
- Support the monitoring of pupil attendance following up individual absences in accordance with school's absence policy.
- Complete and update BROMCOM with all pupil related data including registers and personal information.
- Support the School Office Manager to produce school documentation, forms and letters using appropriate software and office equipment.
- Be responsible for the school's filing systems, school calendar, school bulletins
- Be responsible for liaison with lunch and meal suppliers ensuring pupil registers are updated.
- Support the School Office Manager by maintaining the school's website, weekly newsletters and other marketing materials.
- Support the School Office Manager with arrangements for educational visits to ensure school procedures are effectively and safely adhered to, acting as the EVC to support staff organising trips, making travel arrangements, gaining consent forms, and uploading documentation and risk assessments onto HANDSAM.
- Ensure effective and accurate messages are recorded and passed onto relevant staff, including change of pupil collection arrangements or attendance at after school club.
- Support with the organisation of Lunchtime Supervisors, including advising of absences and ensuring appropriate staffing levels and lunch provision so that pupils are adequately supervised and supported.
- Support with promotion of school to a range of audiences and raising the profile within the local community.
- Liaising with Bedford Borough Music Service and external music providers e.g. RockSteady, providing administrative and operational support to ensure the effective and timely management of related school systems and processes.
- Be responsible for opening schools post and distribute to staff appropriately.

### 3. Statutory and Trust Based Returns

- Ensure effective administration of statutory and statistical returns, including school census and assessment databases, ensuring they are completed timely and accurately and forwarded to relevant agencies including DfE, Diocese and Catholic Education Services.
- Collate and present relevant data, statistics and key performance information e.g. attendance, admissions, leavers and key groups, to support Headteacher and Governor reports, ensuring information is accurate, timely and presented clearly to inform monitoring, evaluation and strategic decision-making.

### 4. Safeguarding and Health & Safety

- Support the School Office Manager by ensuring the effective coordination and management of first aid and medical provision across the school, including maintaining and resourcing first aid kits, ensuring appropriate first aid cover, supporting and coordinating First Aiders, and ensuring first aiders are suitably trained.
- Ensuring accidents and incidents are accurately recorded on HANDSAM and that relevant first aid and medical information is maintained and communicated appropriately.
- As a Paediatric First Aider, administer first aid as and when necessary.
- Support the coordination of medical provision for pupils, maintaining accurate records of specific medical needs and requirements, including EpiPens, asthma and allergies, overseeing injured or unwell pupils and administering medication as required, in accordance with school procedures.
- Liaise with parents/carers regarding pupils who require collection from school due to sickness or injury, ensuring appropriate records are maintained and attendance information is updated.
- Liaise with the school nurse, where applicable, including arranging appointments and supporting the effective management of pupils' medical needs.
- Support the Headteacher, SLT and Site & Premises Officer with the effective management of fire safety and emergency evacuation/lockdown procedures.

### 3. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development
- Participate in appropriate training provided either by the school or the Trust.

### 4. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

## 5, Personal and Professional Conduct

- Uphold public trust understood and perceived of employees working in education and a school context and maintain high standards of ethics and behaviour, within and outside school
- Preserve the integrity and confidentiality of all people encountered as part of this role
- Have proper and professional regard for the Catholic ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities of all those that work within education.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures

## 4. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher, Office Manager or the Trust's Strategic Executive Lead (Chief Executive Officer).

# PERSON SPECIFICATION

## 1. TRAINING AND QUALIFICATIONS

|                                                                                  | Essential | Desirable | Evidence |
|----------------------------------------------------------------------------------|-----------|-----------|----------|
| A 'level or equivalent education                                                 |           | ✓         | App form |
| Good level of general education including Maths & English (Grade A – C or 9 – 4) | ✓         |           | App form |
| Evidence of continuous professional development in administration                |           | ✓         | App form |
| Current First Aid certificate                                                    |           | ✓         | App form |

## 2. EXPERIENCE

|                                                                                                | Essential | Desirable | Evidence           |
|------------------------------------------------------------------------------------------------|-----------|-----------|--------------------|
| Experience of working in an Educational environment (HE or schools/colleges).                  |           | ✓         | App form interview |
| Experience of dealing professionally with wide range of people including parents and children. | ✓         |           | App form interview |
| Experience of working in a busy office with competing priorities.                              | ✓         |           | App form interview |
| Experience of supervising staff.                                                               |           | ✓         | App form interview |
| Experience of organising meetings and diary management                                         |           | ✓         | App form interview |

## 3. SKILLS AND KNOWLEDGE

|                                                                                                                      | Essential | Desirable | Evidence           |
|----------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------|
| Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents | ✓         |           | App form interview |
| Ability to undertake multiple priorities whilst meeting deadlines.                                                   | ✓         |           | App form interview |
| Highly proficient in Microsoft Office particularly Outlook, Word and Excel.                                          | ✓         |           | App form interview |
| Good written and oral communication skills.                                                                          | ✓         |           | App form interview |

|                                                                                                                       |   |   |           |
|-----------------------------------------------------------------------------------------------------------------------|---|---|-----------|
| Knowledge and understanding of child protection/safeguarding                                                          | ✓ |   | Interview |
| Demonstrate ability to be organised, logical and methodical.                                                          | ✓ |   | Interview |
| Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information | ✓ |   | Interview |
| Knowledge and understanding of educational based software eg Bromcom,                                                 |   | ✓ | Interview |

#### 4. PERSONAL QUALITIES

|                                                                                        | Essential | Desirable | Evidence  |
|----------------------------------------------------------------------------------------|-----------|-----------|-----------|
| Proven ability to remain calm and work under pressure whilst prioritising effectively. | ✓         |           | Interview |
| Proven ability to work on own initiative with a proactive approach.                    | ✓         |           | Interview |
| Proven ability to work collaboratively with others                                     | ✓         |           | Interview |
| Proven ability to deal sensitively with people and resolve conflict                    | ✓         |           | Interview |
| Proven ability to work flexibly under pressure to be able to meet deadlines            | ✓         |           | Interview |
| Commitment to maintaining confidentiality at all times                                 | ✓         |           | Interview |
| Commitment to safeguarding and diversity.                                              | ✓         |           | Interview |

#### 5. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

|                                                                             |
|-----------------------------------------------------------------------------|
| At least 2 written professional references                                  |
| Confirmation of professional and personal knowledge, skills and abilities   |
| Positive recommendation from current employer or training organisation      |
| Satisfactory health and attendance record                                   |
| Satisfactory enhanced DBS check and other pre-employment checks as required |

# HOW TO APPLY

Further information about the school can be viewed:

To arrange a visit to the school and/or speak with the Office Manager please contact the school by telephone: 01234 401900 or by email: <https://www.olicatschools.org/joinus/currentvacancies> This will invite you to apply online via the Trust's applicant tracking system My New Term.

Closing date for completed applications, no later than Friday 25<sup>th</sup> September 12 noon. The position may close sooner on receipt of a suitable application

Interviews will be arranged on receipt on suitable applications.

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)