**Responsible to:** Office Manager

**Grade:** NJCScale 4(pts 7-10)

**Working hours:** 35 hours per week, Mon-Fri, 38 weeks plus 3 weeks to be worked during school closure periods

**Main Purpose of the Job**

* To support a positive Catholic ethos, which recognises the dignity of the individual and is reflected in the day to day life of the school
* To contribute to raising standards of student achievement

To provide administrative support and act as the first point of contact with the school, responding to enquiries and passing appropriate information to staff and contacting parents/carers and other stakeholders as appropriate

* To work as part of a whole-school administrative team in carrying out general administrative and clerical duties as and when required so that essential back-up services are given to the school population
* To work flexibly and ensure both Student Reception and Visitors’ Reception provide a professional, efficient service to students, staff, parents, visitors etc.

**Main Responsibilities**

1. **Administrative:** 
   1. To support the administration of:
      1. Various online portals e.g. ScoPay
      2. Daily registration notices
      3. Texting service and circulating emails to parents
      4. The post – to ensure that the post is taken to the post office daily at 3.20pm
      5. After-School functions e.g. parents evenings – to stay behind when required to meet and greet
      6. Monitoring CCTV ensuring appropriate action is taken if unauthorised visitors are onsite.
      7. Behaviour reports, Report Cards and Detentions (Green, Amber, Red & Lilac reports)
      8. Student Reward badges and certificates
      9. Keep a log of all phone calls received and actions taken
   2. To provide assistance to the Senior Leadership team (SLT) on the production and circulation of a wide range of documents and reports e.g. End of Year reports, letters to parents etc.
   3. To maintain a central record of calls from teachers for SLT members on their ‘duty’ day
   4. To assist with the admissions process (providing information to prospective parents, inputting data at peak times etc.)
   5. To be available on 6th Form induction days (2 days in August) to help with data entry
2. **Reception:**
   1. To deal with queries (personal or telephone) as far as possible from staff, parents, students and members of the public, referring them where necessary.
   2. To receive and welcome all visitors in a professional and courteous manner, inform appropriate staff and ensure visitors sign into the school and have had the appropriate pre-visit safeguarding form completed and are issued security ID badges and ensure all visitors are aware of the school’s safeguarding procedures.
   3. To ensure deliveries are signed for, stored safely, and despatched by the premises staff.
   4. To provide effective communication links throughout the school including but not limited to telephone switchboard duties, taking and circulating messages.
   5. To assist the Pastoral Support Managers (who deal with individual year group behaviour and attendance) in managing students late to school and those leaving for appointments when required.
   6. To update the SIMS pupil database where appropriate (e.g. late arrivals, absences, data entry etc.).
   7. To ensure student toilets are locked during lesson time and to ascertain if students have the appropriate permissions to access the toilets during lesson time.

**General Responsibilities**

1. To participate in the school’s staff development (CPD) programme
2. To continue personal development in relevant areas
3. To engage actively with the school’s appraisal programme
4. To work as a member of a team, positively contributing to effective working relations within the school
5. To communicate, where necessary with parents and external agencies, following school policies
6. To complete a First Aid training course and provide First Aid as required
7. To ensure that in the completion of work processes, health and safety is taken into consideration, to inform the school of any situation representing a serious and immediate danger so that remedial action can be taken and to undertake any risk assessments of work practices if appropriate
8. To undertake any other duties as the Head teacher, Senior Leadership team, Head of Administration or Admin Officer (front office) may reasonably require
9. To adhere to the expectations laid out in the Staff Code of Conduct

**Person Specification**

The person appointed to this post must be able to demonstrate:

* An ability and willingness to support the Catholic ethos of the School
* Administrative experience
* Excellent communication skills
* Accurate typing skills
* Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff and families
* Ability to manage and prioritise workload
* Ability to use IT including Microsoft Word, Excel and databases
* Attention to detail
* An excellent record of punctuality and attendance
* Ability to demonstrate personal integrity
* Flexibility in the approach to work and the demands of the post
* Willingness to undertake continuing professional development
* An understanding of Safeguarding legislation and its operation in a school environment

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

**Signed by:**

Post holder: Line Manager:

Date: Date: