



Job Description - Office Administrator – XCET4

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: Office Manager / Headteacher

Job purpose

Provide support on a broad range of administrative activities as a member of the school office team to enable the school to function efficiently.

Key deliverables include:

- Collect, update, maintain and analyse information, data and records ensuring accuracy of information held, and produce routine and more complex reports as requested by senior staff or external agencies
- Maintain manual and computerised records and management information systems, and manage relevant databases and provide information for the school website and clubs administration as required
- Support the efficient running of reception, managing telephone and face-to-face enquiries, and ensuring the school's security procedures for visitors are properly followed, to provide a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school
- To administer first aid in relation to minor accidents, eg, nose bleeds, and pupil welfare
- Record afternoon pupil attendance
- Prioritise and carry out a range of administrative tasks to support the smooth running of the school office, including arrangements for school visits and events
- Monitor and manage a limited range of stock and supplies within an agreed budget
- Order goods for the school in line with the schools policies and procedures

Key Accountabilities

Planning & Organising

- Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation.
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

Analysis, Reporting & Documentation

- Ensure information and records are processed and stored to agreed procedures.
- Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports.
- Prepare and despatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity.



Service Delivery

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
- Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.

Finance/Resource Management

- Follow established procedures to ensure adequate resources are available to meet work requirements.
- Order goods in line with procedures.
- To check items against the Delivery Notes and take up discrepancies immediately with the supplier.
- To check in-coming orders and order forms.
- To pass for payment invoices for goods ordered by budget holders, once approved by the Finance Manager

Work with others

Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit.

Duties for all

Values: To uphold the values and behaviours of the Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.



Administration Assistant : Person Specification

- Minimum 3 GCSEs at Grade 4 (C) or above, or equivalent, or able to evidence ability at an equivalent level.
- Familiar with one or more of the specific processes used in education, business, communication, financial or HR administration.
- Ability to apply relevant health and safety, equality and diversity, and other Xavier Catholic Education Trust policies and procedures.
- Competent in a range of IT tools.
- Ability to work in a team to achieve objectives and provide excellent customer service.
- Good written and oral communication skills with the ability to build sound relationships with staff and parents.
- Ability to prioritise and plan own workload in the context of conflicting priorities.
- Experience of working in a busy office environment.
- Good presentation and inter-personal skills