



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



JOB DESCRIPTION

ADMINISTRATION ASSISTANT

Responsible to: Head Teacher and Office Manager

Job Purpose: To provide support across a broad range of administrative activities as a member of the school office team, enabling the school to function efficiently.

Duties and Responsibilities

Key tasks 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 (e.g. standard/statutory returns);
- Develop and maintain manual and computerised records and management information systems, and manage databases and the school website, newsletter and calendar as required;
- Assisting with administration of annual admissions round and in year admissions applications using SAM, organising school tours and administration/preparation of paperwork and information for new parents' evenings;
- 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;
- 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;
- Undertake general administration such as placing orders
- Administer pupil first aid and order first aid supplies as necessary. Liaise with parents regarding pupils' sickness/injury.
- Undertake Fire Warden role

Planning and Organising

- Support and assist staff, including the Headteacher, in the effective organisation of internal/external meetings and activities to support a high standard of office organization, ensuring complete confidentiality
- 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 dispatch a range of standard correspondence/documents to ensure an efficient response to enquiries and a timely conclusion of the process

Service Delivery

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

Resource Management

- Follow established ordering procedures to ensure adequate resources are available to meet work requirements.

Work with others

- Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the school.
- Work co-operatively within the office team, doing whatever is needed to ensure the smooth running of the school

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.

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT

Criteria	Desirable	Essential
Excellent standard of accurate written communication		x
Education to degree level or equivalent	x	
Competent use of IT		x
Confident using Publisher / Word / Excel		x
Knowledge or experience of one or more of the specific packages used in education, business, communication, or HR administration. E.g. SIMS / Target Tracker	x	
Ability to apply relevant health and safety, equality and diversity, and other Xavier Catholic Education Trust policies and procedures.		x
Ability to work with others to achieve objectives and provide excellent customer service.		x
Ability to prioritise and plan own workload in the context of conflicting priorities.		x
Experience of working in a busy office environment.	x	
Excellent oral communication skills with the ability to build constructive relationships with staff and parents.		x
Ability to meet deadlines		x
Sense of humour		x
Willingness to support the school's Catholic ethos		x