



## St Mary's Catholic Primary School Job Description

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| <b>Job Title:</b>       | School Administrator-Maternity Cover  |
| <b>Responsible to:</b>  | Office Manager  |
| <b>Responsible for:</b> | No responsibility for staff   |
| <b>Job Purpose:</b>     | The main duties and responsibilities are the general day to day administration support for the school, including managing and processing orders, being front of house, offering a warm, welcoming and calming atmosphere to a busy reception, greeting visitors, children, staff and contractors with a welcoming attitude. |
| <b>Salary:</b>          | NJC SCP E 5-6 (£8,606-£8,742)   |
| <b>Hours:</b>           | 15 hours per week, Thursday & Friday 8.30-4.30Term time only including 2 TED's  |

### **Main responsibilities:**

Provide general clerical/administrative support, including:

- Undertake reception duties including answering the telephone and responding to standard queries and enquiries and dealing with visitors
- Filing and photocopying correspondence
- Using the school email system and replying to emails
- Assisting with the organisation of educational visits/school events etc
- Assist with bookings and lettings
- Receiving and processing correspondence
- Maintain pupil, staff and school data using the school's MIS system, Bromcom
- Collating pupil records
- Dealing with incoming and outgoing mail
- Welfare support as required including liaison with staff and/or parents

### **Other administration/teacher/pupil support, including:**

- Managing and processing orders and deliveries
- Maintain stock
- Undertake word processing tasks, operation of IT software as required including advanced applications (such as mail merge, spreadsheets, bespoke packages etc)

### **Financial:**

- Receiving and receipting of money
- Managing school payment system
- Obtain supplier quotes
- Provide support as required to the MAC Central Finance team

**School wide, including:**

- To work within the school and MAC policies and procedures
- To contribute to the provision of an effective environment for learning
- Any other duties commensurate with the post
- To hold a first aid certificate or be willing to train
- Take responsibility for promoting and safeguarding the welfare of the pupil's within the school in line with the school's procedures for child protection and safeguarding

**Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*