



Job Description

Post	Administrative Assistant
Details: grade, hours, duration, location	NJC Grade B1, SCP 4-6 (Actual Salary £7,471 to £7,709 per annum) 13.5 hours a week term-time only 1 Year Fixed Term Contract Based at Sacred Heart Catholic Primary School, Ilkley
Responsible to	Office Manager & the Senior Leadership Team
Purpose of the Post	Manage and provide all the administration services needed to support the effective operation of the school.
Main duties and responsibilities	<p>Support the Office Manager and SLT by:</p> <ol style="list-style-type: none">1. Providing a school reception service, including: answering the telephone, parent visits, other visitors, deliveries, reception security and assisting with safeguarding.2. Delivering timely communications by responding to and sending emails, letters, texts, consent slips; responding to phone calls; managing the school website, diary and newsletter; dealing with incoming and outgoing post.3. Supporting school administration of: ParentPay, ARBOR, registers; after-school clubs; parents' evenings; school trips; school year start and end; medicines to children; photocopying; and pupil reports.4. Managing the school's supplies, including managing stationery supplies, placing orders and recording orders and goods received notes on the financial system.5. Supporting the Office Manager to manage HR administrative tasks for example overtime claims, contract variations, starters and leavers.6. Assisting the management of facilities and health and safety, accident and incident logs and reports; evacuations and lock-downs; issues with IT and phone systems; issues with contracts and orders; insurance claims; reporting and recording issues with premises.7. Assist with the booking and recording of staff training including keeping copies of certificates including statutory training. Assist SLT with management of National College online training system.8. Preparing school newsletters and perform simple updates on the school website/ social media.9. Provide additional classroom support/ outdoor duty where required during staff absence.10. Assist with Pupil first aid and welfare duties, looking after sick pupils and liaising with parents/carers/staff as required.11. Complying with all relevant legislative requirements, and Trust and Diocesan values, policies and procedures.12. Any other duties commensurate with the grade of the post requested by the school or Trust.



**OTHER
RESPONSIBILITIES**

- Contribute to the Catholic ethos of the school
- Comply with the school's approved policies and procedures
- Participate in and support the school's performance management process and attend any relevant training
- There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.
- ***To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.***

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Sacred Heart, Ilkley, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Signed:

Date:

Name: