



St John Fisher  
Catholic High School

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|---|---------------------------|
| <b>Post Title</b>   | Administration Assistant  |
| <b>Salary range/grade</b>   | Grade 5 SCP 14 - 18       |
| <b>Responsible to</b>   | Administration Supervisor |
| <b>Responsible for (persons)</b>  | N/A                       |
| <b>Budget Responsibility</b>  | None                      |
| <p><b>Job Purpose</b><br/>Provide support for students at the Student Services Office and cover for Reception if necessary. The post holder will also contribute to the efficient operation of the school's administration.</p>   |                           |
| <p><b>Main Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Ensure the effective operation of the Student Services office. To give information and assistance, observing procedures as defined by the Administration Supervisor.</li> <li>2. Provide assistance for staff and students with any enquiries. These duties will include but will not be limited to: <ul style="list-style-type: none"> <li>• Responsible for taking money for items of school uniform and the accurate recording of student and financial information and cash handling</li> <li>• Record confiscated equipment, process and return as appropriate.</li> </ul> </li> <li>3. Operate the switchboard and effectively transfer calls, operate voicemail, or where appropriate pass messages on either in person, by email or written.</li> <li>4. Ensure that all general emails which are received by the school are appropriately distributed in an effective and timely manner.</li> <li>5. Administer the school website, ensuring relevant information is entered as required and the content of the website remains current.</li> <li>6. Provide administrative support to management as required.</li> <li>7. Contribute to the efficient operation of the school's administration by undertaking clerical duties as directed by the Administration Supervisor. These duties will include but will not be limited to: <ul style="list-style-type: none"> <li>• Standard letters.</li> <li>• Typing and distributing general letters, information and memos for general circulation.</li> <li>• Keeping electronic diary for meeting rooms and other facilities.</li> <li>• Prepare post for collection.</li> <li>• Input of behaviour incidents relating to detentions, produce letters to a deadline and record daily those that were absent or present.</li> <li>• Prepare certificates.</li> </ul> </li> <li>8. Ensure up to date information is ready at hand to enable enquiries to be dealt with promptly (e.g. maintaining daily records on the location of staff/students).</li> <li>9. Undertake reprographics work as required.</li> <li>10. Provide cover for other members of the team in their absence.</li> <li>11. Provide First Aid to students, staff and visitors as required.</li> </ol> <p>Any other duties commensurate with the role.</p> |                           |

## Person Specification

| Criteria                    | Essential   | Desirable   |
|-----------------------------|---|---|
| <b>Qualifications</b>       | Educated to GCSE, with at least Grade C in English and Maths.   | Appropriate ICT/Administrative qualification NVQ Level 2<br><br>Qualified First Aider |
| <b>Experience</b>           | Experience of working in a very busy office<br>Experience of communicating with a diverse community   | Experience in an education setting at school or Local Authority level.                |
| <b>Knowledge</b>            | Good working knowledge of effective administrative procedures   |   |
| <b>Skills and Abilities</b> | Excellent IT skills particularly Excel and Word<br><br>Excellent communication skills<br><br>Willingness to undertake training as necessary |   |
| <b>Other Requirements</b>   | Support the ethos and values of Catholic Life   |   |

This job description sets out the main duties of the role when it was drawn up, duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.