



Admin Assistant

Job description

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Hours per week:	22 hours per week
Hours of Work:	8.00am - 4.00pm Wednesday & Thursday 8.00am - 3.30pm Friday term time only plus 2 September training days
Grade:	Scale 3, points 5-6
Actual salary:	£13186 - £13394
Responsible to:	Office Manager

Job Purpose

To work under the direction and instruction of senior staff, to provide a comprehensive clerical and administrative support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries, receiving deliveries and sign in visitors etc
- Assist with pupil welfare duties; liaison with parents/staff etc
- Assist with arrangements for visits from relevant external bodies, eg school nurse, photographer etc

Support to Organisation

- Provide routine clerical support eg photocopying, emailing, filing, scanning, mail merge, stationery and completing routine forms
- Maintain manual and computerised records/management information systems and respond to queries
- Undertake routine typing, word-processing on an ad hoc basis
- Collating and issuing students reports
- Undertake routine administration

- Assist with arrangements for visits from Local Authority and external agencies eg Social Services
- Operate office equipment eg photocopier and computer
- Booking college minibuses and meeting rooms
- Arrange orderly and secure storage of supplies
- Assist with the production of literature and organisation of college events
- Sending and receiving messages to and from parents using a text, email and app service
- Assist with the arrangement of detentions and meetings
- Covering Pupil Reception when necessary
- Basic first aid and undertake regular first aid training

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties as requested by the Headteacher or Line Manager

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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Signed

Date