



# St Thomas More Catholic High School

Part of the Bishop Bewick Catholic Education Trust



<b>Post Title</b>	Administrative Assistant Level 3 A1017	
<b>Evaluation</b>	406 Points	<b>Grade:</b> N4
<b>Responsible to</b>		
<b>Responsible for</b>	N/A	
<b>Job Purpose</b>	To provide comprehensive secretarial and administrative support to the school.	

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Create and maintain records organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and diaries, etc.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 3 Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
- 4 Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
- 5 Collate pupils reports as required.
- 6 Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.

- 7 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- 8 Liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 10 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

## PERSON SPECIFICATION

### POST: Administrative Assistant Level 3

Applications will be assessed on the basis of this specification.

Criteria are deemed either Essential (E), or Desirable (D)

Criteria will be assessed from the application form (A) and/or at interview (I) as indicated.

Area	Criteria	E	D	
<b>Skills/ Knowledge/ Aptitudes</b>	Proven ability to communicate clearly verbally and in writing	✓		A/I
	Ability to absorb a wide range of information and deal with confidential issues	✓		A/I
	Comfortable using IT systems, including Microsoft Word, Excel, Email	✓		A/I
	Proven ability to work accurately and quickly to meet deadlines	✓		A/I
	Knowledge of issues facing the school sector e.g. Safeguarding	✓		A/I
	Knowledge of statutory Governance requirements and legislation relating to Academies		✓	A/I
	Knowledge of statutory HR requirements and legislation relating to Academies		✓	A/I
	Understanding of the school student admission process		✓	A/I
<b>Experience</b>	Experience of using information systems accurately	✓		A/I
	Experience of providing effective secretarial and administrative support to meetings	✓		A/I
	Experience of preparing suitable data and reports for management in line with deadlines	✓		A/I
	Experience of providing HR/payroll/governance functions in an education setting		✓	A/I
	Experience of working with the SIMS suite of applications		✓	A/I
<b>Qualifications and Training</b>	Educated to NVQ Level 3 as a minimum	✓		A
	Previous training (within the last 5 years) in role related activity e.g. HR, safeguarding, SIMS, Governance, Excel etc	✓		A
	Further professional/academic/vocational qualifications relevant to the role e.g. CIPD qualified and membership of the Chartered Institute of Personnel and Development		✓	A
<b>Disposition</b>	Friendly disposition with a positive and confident approach to delivering high quality work to meet challenging deadlines	✓		I
	Ability to organise and prioritise own workload; and when necessary work flexibly, to meet to deadlines	✓		I
	Ability to follow procedures, pay attention to detail and produce accurate work	✓		A/I
	Ability to work effectively with people at all levels	✓		I
	Adopt a positive “can do” approach to all tasks assigned.	✓		I
	Be able to maintain confidentiality, acting in a professional manner at all times	✓		I
	Desire to achieve continuous improvement personally & for the school	✓		A/I
	Understanding & commitment to the aims & values of the school	✓		A/I