



**The Federation of St. Edmund's & St. Patrick's**  
**R.C. Primary Schools**



**ADMINISTRATION SUPPORT ASSISTANT**

**JOB DESCRIPTION**

**GRADE:** GRADE 3 SCP 4-6

**CONTRACT:** PERMANENT

**RESPONSIBLE TO:** HEADTEACHER

**Job Purpose:**

The post holder will report to the School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils parents.

To provide routine general clerical, administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil well-being and to promote the five outcomes of Every Child Matters and to uphold the Catholic values of our school and put our mission into practice.

**Duties:**

**Organisation**

1. To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.

**Administration**

4. To provide general clerical and administrative support, for example, photocopying, filing, emailing, completing standard forms, completing routine forms and responding to routine correspondence
5. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
6. To produce lists, information and data as required, for example, pupils data and to maintain and collate pupil reports
7. To assist with school administrative duties relating to examination invigilation where appropriate.
8. To collect and distribute incoming mail, despatch outgoing mail as appropriate
9. To undertake typing, word processing and other IT based tasks ensuring attention to detail
10. To administer school registration procedures in line with statutory requirements



## Resources



11. To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
12. To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
13. To undertake routine financial administration, for example recording of dinner money and trip monies.
14. To provide general advice and guidance to staff, pupils and others

## Responsibilities

15. Use initiative in time management to organise own workload in order to meet deadlines
16. To provide cover for other administrative colleagues when required
17. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
18. To be aware of and support difference and to ensure equal opportunities for all
19. To contribute to the overall ethos, work and aims of the school
20. To attend and participate in relevant meetings as required
21. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

*This job description may be amended by the Headteacher to meet changing school needs at any point in the future.*

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.