



## **ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL**

### **Job description: Administrative officer**

St Thomas of Canterbury Catholic Primary School 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.

#### **Job details**

**Salary:** NJC C1 (points 6-19) £25,989-£32,061 Full time equivalent  
(£20,390-£25,154 actual)

**Hours:** 8.15am – 4.00pm – 33.75 hours

**Contract type:** Term time only plus 5 inset days

**Reporting to:** Headteacher

**Start Date:** ASAP

#### **Main purpose**

The administrative officer is responsible for supporting the administrative and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

#### **Duties and responsibilities**

##### **General administration**

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Input pupil data into school systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Monitor and manage office stock

- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Organise educational visits when directed by the teachers or senior staff. Collate all aspects and financial implications including quotes for travel and prices to enter establishments. Liaise with senior staff and finance manager to agree quotes.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

### **Attendance administration**

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Liaise with the Headteacher regarding attendance and communicate with parents regarding absences

### **Reception**

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

### **Safeguarding**

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Maintain and update the school's single central register, including DBS applications.

### **Written communication**

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

### **Admissions Administration**

- Manage waiting lists for In Year Admissions
- Manage Reception and Nursery intake
- Liaise with Medway Admissions regarding school places

### **First Aid and Medical Support**

- Be a primary point of contact for first aid and medical issues relating to pupils and staff.
- Administer first aid to the child or adult and where needed medicines/creams to pupils with prior consent from parents/carers.
- Ensure first aid boxes are fully stocked and replenish/re-order items when required.

### **Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Any other admin/clerical duties as deemed necessary by the Headteacher

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• First aid training (or willingness to complete it)</li><li>• GCSE English and maths (or equivalent)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Carrying out administrative tasks</li><li>• Dealing with face-to-face and telephone interactions</li><li>• Working with children or young people</li><li>• Working and collaborating within a team</li><li>• Able to work under pressure</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good oral and written communications skills</li><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to plan, organise and prioritise to meet deadlines</li><li>• Ability to use own initiative and take-action accordingly</li><li>• Excellent attention to detail</li><li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li><li>• Ability to use relevant office equipment effectively</li><li>• Ability to build effective working relationships with colleagues</li><li>• Understanding of data protection and confidentiality</li><li>• Understanding of safeguarding</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, please contact Miss J Keohane, by phone 01634 234677 or email [office@st-thomascanterbury.medway.sch.uk](mailto:office@st-thomascanterbury.medway.sch.uk)