



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

**ADMINISTRATION OFFICER
20 HOURS PER WEEK
TERM TIME ONLY**

RELATIONSHIPS:	Responsible to Office Manager
REMUNERATION:	Salary HBC 4 range, (Pt 7-11 New Scales)
HBC Ref:	G414 & F776

JOB PURPOSE

To be responsible for undertaking administrative, and organisational processes within the school under the guidance of senior staff. To maintain and monitor information, producing reports as required to support the school management process.

KEY DUTIES AND RESPONSIBILITIES

Administration

- Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.
- To undertake reception duties, answering telephone and face to face enquiries and signing visitors in and out
- To organise and provide clerical support, e.g. photocopying, filing, emailing, completing routine forms and responding to routine and complex correspondence.
- Maintain manual and computerised records and/or management information systems
- Organise events, school trips, visits by the school nurse, photographer, linked schools, parents etc.

- Take notes at meetings and circulate to attendees e.g. staff meetings.
- Analyse and evaluate data/information and produce reports/information as required
- Sorting and distributing the internal and external mail
- Collation of registers and the completion of various returns as required by the local authority, DfE and partners e.g. staff attendance, supply data, aspects of Census, etc.
- Manage the administration of school lettings and other uses of school premises
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.
- Organise cover for absent staff under the direction of the Director of Finance and Resources
- To participate and assist in the organisation/completion of examination invigilation as and when required.
- To collect and accurately record all money for trips, events and school activities
- To prepare internal and external suspension documentation and record this information in the Management Information System.
- To record events in line with School Suspensions and Permanent Exclusions Guidance from DfE.
- To administer the collection, safe storage and record keeping of mobile phones in line with this strategy.

Other

- To supervise, train and develop skills of other support staff
- To undertake personal development through training and other learning activities as required.
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate

- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:	Stuart Evans
Job Title:	Director of Finance and Resources
Date:	28/02/24
Date for Review:	01/09/26