



JOB DESCRIPTION

Job Title: School Administrator/Receptionist – Maternity Cover (Temporary Contract)	Grade/Level: 3 (£15,952- £16,271), 39 weeks	
Location: St Joseph’s Catholic Primary School, Dudley	Closing Date: 7 January 2022	Date Prepared: December 2021
Reporting to: Academy Operations Manager		
Job Purpose: <p>We are currently recruiting for a professional Administrator to join our highly successful school. As an Administrator you will provide a confidential administrative support service to the School under the direction of the Academy Operations Manager. This will include filing, photocopying, reception management, archiving and minute taking. You will maintain student records on the relevant management systems; arrange student reviews with local authorities, parents and carers. You will also provide a positive front of house experience for all visitors to the academy</p> <p>This will require an element of flexibility and good self-organisation skills.</p>		
Key Duties Responsibilities and Tasks <ul style="list-style-type: none"> ▪ To provide comprehensive support as required including diary management, written and verbal communication with parents, social workers, external support staff. Maintenance of documentation required to comply with Ofsted standards. ▪ To maintain accurate and confidential files for the staff and children and young people within the School, in line with procedures. ▪ To ensure the office function provides an effective administrative service to fulfil the Academy and regulatory requirements. ▪ To arrange children’s reviews in liaison with local authorities, parents and carers. ▪ To ensure that all communications and correspondence are dealt with in an efficient and effective manner. ▪ To provide a reception and meeting service both in person and on the telephone. ▪ To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out. To construct, support and update databases using MS Word, MS Excel, MS PowerPoint and the school’s management information systems as required. ▪ To provide administrative support, as directed by the Office Manager, to the Principal, and other members of Senior Leadership Team. ▪ To provide administrative support for children’s reviews, internal schools, investigation, disciplinary and grievance meetings, ensuring that relevant procedures are followed. ▪ To provide administrative support, as directed by the Office Manager, to the Senior Leadership Team in all areas as required. ▪ To ensure the efficient and effective use of information technology systems, notably Microsoft Word, Microsoft Excel, Microsoft PowerPoint and use of Email. ▪ To ensure good communication and information systems within the School and with external agencies. ▪ To participate in team meetings. 		

Executive Headteacher: Mr M Hinton

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- To travel as necessary providing administrative support to relevant meetings and record the proceedings.
- To attend compulsory training and induction and identify your own specific training and development needs.
- To be available for and make productive use of professional supervision and annual appraisals.
- Ensure the provision of effective office and reception services as the school's main public front
- Keep office organised and paperwork and data filed appropriately
- Open and distribute post when required
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly
- Advise parents of grants, school meals, school journey, income support, admissions applications
- Minuting meetings when required
- Manage the collection, collation and distribution of all statistical and statutory returns
- Greet visitors and guests to the school when required.
- Word-processing confidential letters reports and documents including policies, school development plan and prospectus if required
- Administration of after school clubs
- Administration of visits and school journeys – transport/ letters/ bookings/ money collection
- Care of sick children and first aid
- Checking stock
- To have full line management responsibility of the administration and site staff including appraisals and performance management. Responsible for the continuing training and development of administrative staff.
- To be the lead co-ordinator for any onsite staff employed via a shared service e.g. facilities or contractors.
- To be responsible for any correspondence, reports and other information as requested by the Head of School/SLT.
- Take responsibility for tasks and decisions from the Head of School and manage and solve problems as required.
- Undertake a public relations role both within and outside the organisation, being a main point of contact for all non-academic enquiries.
- Attendance and organisation of school events including Open Evenings, Awards Ceremonies etc. Promoting the school in the wider community and within Parishes and Feeder schools.
- Overseeing the development of improved administrative procedures, delegating tasks as appropriate. Responsible for ensuring the school remains compliant at all times in all administrative areas.
- To attend meetings as appropriate, preparing, taking, typing and circulating relevant information, minutes and action points. Ensuring information is provided in a suitable format for a range of audiences.
- To ensure all systems are up to date and the most appropriate for the school.
- Ensuring records are maintained and accurate including student records, Census data, Get Information About Schools and the school website. Ensuring full compliance with statutory reporting duties.
- Review and approval of all school policies – co-ordinating the review of policies across the school.
- Monitor and provide all staff with the minimum training requirements using Every.

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- Be responsible for the co-ordination of the admissions process within school, writing the admissions policy under the guidance of the Diocese, applying criteria to applications, maintaining waiting lists and attending appeals.

Support for the School

- 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 the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

General Requirements

All Academy staff are expected to:

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms.
- Support the work of the wider MAC
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with MAC policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/school vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

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PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Good standard of education.</p> <p>A relevant administrative qualification.</p> <p>Demonstrative written and verbal communication skills.</p> <p>Knowledge of Outlook, MS Excel, MS Word and general MS databases</p> <p>Ability to give clear written and verbal communications in a variety of methods.</p> <p>Excellent organisational skills and ability to set priorities.</p> <p>Ability to work in a very busy environment</p>	<p>Previous experience in an education Environment</p> <p>Knowledge of Ofsted standards.</p> <p>Knowledge of processes with Academies</p> <p>Experience of contributing to whole school professional development</p>
Qualifications/ Training	<p>NVQ Level 3 (or equivalent) in Business or Administration</p> <p>GCSE Maths and English at Grade C or above</p>	<p>Typing or Word Processing qualifications eg. RSA II</p>
Personal and Professional Qualities	<p>Strict confidentiality of information</p> <p>Commitment to personal professional development</p> <p>Commitment to equality of opportunity</p> <p>Strict adherence to the security requirements re: Child Protection and Data protection Regulations</p> <p>Set high professional standards</p> <p>Excellent verbal and written skills</p> <p>Shows initiative and ability to prioritise one's own work and that of others to meet deadlines</p>	<p>Supportive of our Christian ethos.</p> <p>Committed to own professional development opportunities.</p>

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	Able to work flexibly and adopt a hands-on approach	
Skills	<p>Knowledge of Microsoft Office including Word and Excel</p> <p>Database knowledge</p> <p>Knowledge of preparing reports, minutes, general correspondence</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff</p> <p>Able to act with confidentiality, tact and discretion</p> <p>Demonstrates a courteous and friendly approach</p> <p>Work as part of a team</p> <p>Proven organisational skills with a high level of accuracy</p> <p>Ability to be flexible and to adapt to changing and challenging circumstances</p> <p>Operate calmly and effectively</p> <p>Show initiative and be self-motivating</p> <p>Ability to manage a variety of competing priorities and meet deadlines</p> <p>Ability to formulate ideas and solutions and present them effectively</p>	<p>Knowledge of Management Information System (SIMS), personnel and administrative systems</p> <p>Knowledge of the education service</p>

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