



CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
Job Title:	Admin Assistant	Department:	Administration
Salary:	Scale 5	Reporting to:	Senior Admin Manager
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</p> <ul style="list-style-type: none"> • An exceptional 4-19 Catholic education and experience • Remove all barriers to excellence • Develop leadership at all levels • Provide an exceptional spiritual, physical, on-line environment. 			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> • Uphold and promote the school's Catholic vision • Support and contribute to the achievement of all students academically and pastorally • Support and contribute to our responsibility for safeguarding all students • Undertake professional training to enhance personal development and job performance; • Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect • Share best practice, expertise and skills with others 			
Main Objectives of Role:			
Under the guidance of senior staff, undertake administrative / financial / organisational processes as required. Assist with the planning and development of support services.			
Principal Accountabilities:			
<p>Organisation</p> <ul style="list-style-type: none"> • Deal with complex reception / visitor etc., matters as required • Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail 			

- Act as first point of contact in dealing with customer complaints, referring on to more senior staff as appropriate
- Oversee the administration of First Aid to pupils and staff, liaising with senior staff and parents and completing incident report forms
- Oversee pupils not in class or at the end of the school day as required
- Organise school trips, events etc
- Contribute to the planning, development and organisation of support service systems / procedures / policies
- Supervise, train and develop staff as appropriate

Administration

- Identify, set up and manage manual and computerised records / management information systems
- Analyse and evaluate data / information and produce reports / information / data as required
- Undertake typing, word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to the Head Teacher or other senior staff, making appointments, arranging and preparing for meetings etc. and generating routine correspondence as required
- Maintain the Head Teacher's and / or school's filing system as required
- Provide administrative and organisational support to the Governing Body
- Attend and take minutes at meetings, as required
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DfES
- Undertake the administration of Payroll systems
- Oversee the accurate recording and updating of pupil and staff information using both manual and computerised records
- Sort incoming and outgoing mail and maintain necessary records

Resources

- Operate relevant equipment / complex ICT packages (e.g. Word, Excel, graphics, database, Internet)
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform / snack / other 'shops' within the school
- Provide general advice to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures, which may include:
 - assisting in the planning of budget(s)
 - setting up appropriate budget allocations on the school's financial management system
 - recording and monitoring income and expenditure against budget headings
 - producing reports for the Head Teacher / senior managers as required
 - ensure monies / invoices are processed and banked
 - maintaining financial records, checking bank statements and preparing cash statements as appropriate using computerised system

- analysing and investigating financial information in order to produce reports and financial statements for internal and external requirements
- maintaining school fund records and prepare annual balance sheets for audit

Responsibilities

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

All Staff employed at Cardinal Newman Catholic School will:

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Person Specification	
Job Related Education, Qualification and Knowledge	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent qualification or experience in relevant discipline • Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources • Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation • Appropriate knowledge of first aid
Experience	<ul style="list-style-type: none"> • Demonstrable experience of development, management and operation of administrative systems likely to have been gained over a period of two years

Skills and Abilities	<ul style="list-style-type: none"> • Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports • Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher • Very good ICT skills, e.g. production of reports, correspondence, inputting / updating information • Able to relate well to children and adults, often on behalf of the Principal, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing advice • Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors • Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues • Able to maintain confidentiality • Able to work accurately and with attention to detail • Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence • Able to undertake short term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day • Able to deal with more complex queries and know when to refer to more senior staff • Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these • Able to self evaluate learning needs and actively seek learning opportunities
Equalities	<p>To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.</p>