



Diocese of Middlesbrough



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley



Job Description

Job Title:	Administrator
Job Purpose:	The role requires the post holder to contribute towards the provision of an efficient and effective running of school reception & office.
Accountable to:	Deputy Office Manager
Accountable for:	Supporting Learning
Liaising with:	All staff including the school Governors, Parents and Visitors.
Salary Grade:	Grade 4
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	
Administration assistant	<ul style="list-style-type: none"> To produce and edit a weekly newsletter to Parents / Carers, and external stakeholders. To maintain and edit the school's website. Liaising with all staff on the content, for the website and newsletter. Check that information is accurate and up to date, including proof reading documents. To produce word processed documents. To input information on a computerised system, maintaining computerised records and producing management information as requested. To process outgoing and incoming mail, sorting, and distributing. To answer incoming telephone calls, and emails, responding to requests for information Undertake reception duties and to receive visitors, ensuring they are dealt with promptly and courteously.

	<ul style="list-style-type: none"> • Dealing and liaising with pupils, parents, and staff. • Computer literacy, numerate, and typing skills • To be a First Aider for the school. • To support parents with queries relating to the Parent information application.
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Communication and skills	
Communication and skills	<ul style="list-style-type: none"> • To communicate effectively (using agreed school policies) with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • Be aware of new technology and have a good level of technological competence • Ability to maintain detailed records of resources • Ability to interact effectively with students to assist learning

Other Specific Duties:

<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>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.</p>

<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>
