



Sacred Heart Catholic High School

Job Description

- Post title:** Administrative Assistant
- Grade:** N4
- Responsible to:** Office Manager/Headteacher's PA
- Responsible for:** Assisting the Office Manager in the provision of a full and confidential administration service to the Headteacher. (Could be located anywhere within the organisation).

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

The following list is typical of the level of duties the post holder would be expected to perform. It is not necessarily exhaustive, and other duties of a similar type and level may be required from time to time. The day to day allocation of general duties for Administration Assistants is determined by the Office Manager or Headteacher's PA with whom all are expected to cooperate.

1. Create, maintain and manage manual and electronic records, organise meetings, minute taking, maintain office systems and diaries. Provide administrative support to staff.
2. Respond to enquiries.
3. Ensure stationery and other office consumables are well stocked.
4. Be willing to be trained on systems and support other staff when required.
5. Be willing to administer simple financial records, (training will be given).
6. Any other reasonable task requested by the Headteacher.
7. Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.

This job description may be amended at any time after discussion with the postholder.