

The Roman Catholic Diocese of Hexham and Newcastle  
In partnership with  
Bishop Wilkinson Catholic Education Trust



**Job Description**  
**School Administrator**

Contract type: Permanent, Term time only, 23 hours per week  
St Joseph's Catholic Primary School  
within Bishop Wilkinson Catholic Education Trust  
Grade C/D: SCP 3-6 £18,065-£19,171 pro rata, Term Time only  
**September 2020**

**Job purpose:** To provide administrative support in order to meet the needs of the school. You will play a crucial role in the smooth running of the school office and provide support to all areas of school administration.

**Reports to:** School Business Manager/Head teacher

**Working hours:** 23 hours per week, term time only

**Duties and Key Responsibilities:**

**Reception and Administrative Duties:**

- Ensure all visitors are welcomed to our school and that they comply with the school's safeguarding procedures.
- Act as first point of contact for general parent, pupil and visitor enquiries in person, via telephone and email contact. Respond proactively and promptly.
- Maintain records of pupils who arrive/leave school during the school day
- Produce and process routine school documentation and letters to parents; upload to school website and disseminate electronically
- Carry out basic financial procedures regarding the handling and recording of cash, cheque and online transactions, such as collating and reconciling dinner money, trip money and other ad hoc collections, in line with BWCET financial procedures
- Assist with administration of paperwork eg new staff checks
- Assist in the maintenance of confidential staff records
- Arrange supply cover on request of head teacher or deputy head teacher
- Receive, check and disseminate deliveries
- Maintain, distribute and request replenishment of stock, ensuring stock levels are appropriate
- Book and manage school visits, coaches etc
- To organise after school clubs by securing bookings, maintaining registers and managing payments

- To assist in the organisation of music lessons such as arranging timetables, payment etc
- Maintain and update content of school website and other social media platforms
- Assist in arranging hospitality for meetings in school, parents events etc
- Carry out general office duties, such as photocopying, laminating, shredding, scanning, filing etc
- Deal with all outgoing mail, including taking deliveries to the Post Office, as required

#### **SIMS/MIS and Attendance:**

- Communicate with parents via text messaging and email services
- Responsible for keeping manual and computerised pupil records up-to-date, including change of addresses, change of contact numbers, medical information etc
- Responsible for keeping permissions data up to date and communicated with colleagues
- Input of all pupil contact information annually
- Download and provide reports from the MIS system as required, eg pupils' academic reports, address labels etc
- Update daily registers and manage absence contact each day; liaise with attendance support officer

#### **Other Duties:**

- Any other duties of a similar nature related to the post, which may be required from time to time
- Any additional duties as required, commensurate with the level of the job.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- This post is based at St Joseph's Catholic Primary School but the post holder may be required to move their base to any other location within the Trust upon request.
- The post holder must carry out his/her duties with full regard to the Trust's Child Protection and Safeguarding, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- That the post holder is required to comply with Health and Safety Policy and systems, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.
- That the post holder will be required to comply with all Trust policies, including the No Smoking Policy.

#### **As part of St Joseph's staff the postholder will:**

- Familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- Participate in induction training, staff review processes and professional development opportunities.
- Commitment to Equal Opportunities and Anti-Discriminatory Practice, promoting equality, opportunity and regard.
- Maintain confidentiality at all times.
- Follow safeguarding guidelines and child protection policy and procedures.
- Undertake professional development activities to enhance personal development.

- Contribute to producing/delivering priorities in the school development plan.
- Contribute to the smooth day-to-day running of the school.
- Be committed to achieving the school's vision and aims.
- Work in partnership with all colleagues including all stakeholders.
- Attend relevant school meetings.
- Support the Catholic ethos of BWCET and uphold the aims and mission statement.

St Joseph's Catholic Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School/Trust will endeavour to make any necessary reasonable adjustments to the job and 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 shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.