



**Bishop Wilkinson**

Catholic Education Trust  
Through Christ, in Partnership

## **Job Description**

### **ADMINISTRATION ASSISTANT**

---

Grade: Grade E - SCP 9 - 12  
Hours: 37 hours per week, Full Time, Permanent (may consider term time with additional days)  
Location: St Robert of Newminster Catholic School & Sixth Form College  
Reports to: Head of Sixth Form

#### **Job Purpose**

To provide administrative and organisational services to the school under the management and guidance of senior staff.

#### **Main Duties and Responsibilities**

- Provide administrative and organisational services to the school
- Liaise with pupils, parents/carers
- Respond to pupil and Student Reception enquiries and carry out associated administrative tasks.
- Liaise with other staff and external agencies
- Analyse and evaluate data and information and run reports
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Organise meetings and take notes
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Allocate work to administrative staff at lower levels on a regular basis.
- Demonstration of tasks to more junior colleagues on a regular basis

#### **Individuals in this role may also undertake some or all of the following:**

- Undertake Visitor Reception duties.
- Organise arrangements for school visits and events, and attend as necessary.
- Monitor pupil attendance and run reports
- Undertake personnel administration, such as CRB checks
- Monitor & manage a limited range of stock & supplies within an agreed budget. Sell and distribute stock & supplies as required.
- Assist with producing marketing and promotion material for the school

- Be involved in some financial aspects of the school on a regular basis
- Act as first point of contact for sick pupils, liaise with parents/carers/staff.
- Assist with the administration of school lettings and other uses of the school.

### **General Requirements**

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, safeguarding child protection procedures, health and safety, comply with e-safety policy, other statutory requirements and the policies of the governing body and local education authority.

### **Additional Information**

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**June 2021**