



# St Ursula's Convent School

## A Humanities College and Teaching School

### **JOB DESCRIPTION: Admin Assistant with First Aid duties**

This temporary role is to assist in a range of administrative duties within the school office, primarily they will be the first point of call for student first aid. It is an ideal opportunity for someone to gain experience of a busy school office.

Reporting to:	Office Manager
Hours:	35 hours per week - all year round Monday – Friday 08:00-16:00 (normal work pattern) 1 hour unpaid lunch break each day
Grade:	Scale 2 (sp 3-4) depending on experience
Salary:	£26,238 - £26,634 per annum <b>pro rata</b>
Contract:	Temporary role, start as soon as possible, expires on 31 <sup>st</sup> July 2024

### **Specific Duties:**

- To be the first point of contact for student first aid (training provided)
- Keep accurate records and ensure Health & Safety and GDPR guidance are followed
- To remain calm, using tact and diplomacy when dealing with complex matters that may arise in sometimes difficult circumstances
- To act as first point of contact for visitors to the school office. Deal with all enquiries in a professional, welcoming manner ensuring the school's safeguarding procedures are adhered to at all times
- To deal professionally, promptly, and efficiently with incoming telephone calls and emails
- Accurately record telephone messages, making sure that they are conveyed to the correct person, promptly and communicated to them effectively
- Monitor multiple email inboxes, making sure that emails are forwarded to the correct person, promptly and communicated to them effectively
- To be courteous, professional, and able to handle multiple tasks with ease
- To have a working knowledge of the school MIS system SIMs
- Enter and retrieve data from the school's pupil database, as appropriate.
- To be involved as required in general administration as requested and required by the line manager / SLT
- To provide assistance/cover for other Admin staff as requested including covering the main Reception area
- To be flexible and to be able to take part as/when required in activities such as School Trips, Open Evenings, Parents Evenings, Open Days
- Assist with managing hospitality requests including monitoring supplies; setting up rooms; clearance of rooms
- Help maintain the school's filing system (including Y7 intake and off role students)

- Help manage the school's confiscated items, recording details, labelling items, arranging secure storage and return
- Day to day use of Microsoft Office, Google docs, Edulink (home communication systems), SIMs and other IT systems
- Carry out photocopying, as required, supporting the whole school
- Assist with updating displays across the school

#### **Other Responsibilities**

- Any other duties appropriate with the general level of responsibility of the post as directed by the Office Manager/SLT
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required

#### **Performance Development**

To take part in the school's staff development programme by participating in arrangements for further training and professional development

To continue personal development in the relevant areas

To actively engage in the Performance Management Review process

#### **School Policy**

Ensure that all duties and responsibilities are carried out in accordance with Health & Safety at Work Policy

Be aware of and comply with policies and procedures relating to child protection, health, safety & security and confidentiality, reporting all concerns to an appropriate person.

Contribute to the overall ethos, work and goals of the school

#### **Child Protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the School's safeguarding policy

This job description is an illustration of the duties and responsibilities of the position. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of the grade. As the school and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible. The school expects that the post-holder will recognise this and will adopt a flexible approach to work.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

<b>Personal Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION/QUALIFICATIONS</b>		
Minimum of Maths and English GCSE at Grade C or equivalent	✓	
Good numeracy/literacy skills	✓	
A record of Continuous Professional Development		✓
<b>KNOWLEDGE AND EXPERIENCE</b>		
Minimum 2 years' experience in a school office / busy administration department		✓
Experience of dealing effectively and conversing in a professional, friendly manner		✓
Experience of use of Microsoft Office, including Excel, Word, Outlook and other IT software	✓	
Experience of providing excellent customer service and deal with difficult enquiries appropriately, able to stay calm	✓	
Ability to work on own initiative and contribute to the effective working of a close team	✓	
Experience of undertaking a range of administrative tasks	✓	
Have a working knowledge of SIMs and Google documents		✓
An awareness and understanding of safeguarding responsibilities of all adults who work with children	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Strong IT skills including use of Word, Excel, Outlook and database entry	✓	
Able to work effectively under pressure and to tight deadlines	✓	
Ability to complete work to a high standard, with accuracy	✓	
Excellent timekeeping, time management and attendance	✓	
Be able to think creatively to help solve problems	✓	
Excellent organisational ability	✓	
Prioritise, plan and organise your own workload and meet deadlines	✓	
Calm and focussed under pressure	✓	
Ability to communicate effectively with all staff, parents and pupils	✓	
Maintain a professional image and be able to always respect confidentiality	✓	
Build and maintain effective relationships within the admin team, school environment and the local community	✓	
Ability to be flexible where necessary, including out of hours working on occasion	✓	
Willing to learn and undertake training	✓	
Committed to carry out role to best of ability	✓	
<b>OTHER</b>		
Physically able to navigate the school site, manage first aid, update displays etc	✓	