



# All Saints Catholic School

*“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness” (1 Cor. 12:29)*

## JOB DESCRIPTION

<b>ROLE:</b>	<b>ADMIN ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>SUPPORT STAFF</b>
<b>RESPONSIBLE TO:</b>	<b>BUSINESS MANAGER</b>
<b>SCALE</b>	<b>3 (Point 14 – 17)</b>
<b>RESPONSIBLE FOR:</b>	<b>To provide admin support to the Teaching School and Senior Leadership</b>

### PURPOSE OF THE ADMINTRATOR ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To provide a reception service for the school and support to the administration team.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.

### RESPONSIBILITIES :

### TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

- Providing administration support to the teaching school and SLT.

## **PERSONAL AND PROFESSIONAL CONDUCT:**

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **RESPONSIBILITIES OF ADMINISTRATOR:**

- To support members of staff, in main office and finance office, if and when required.
- Reception duties - including taking of phone calls, taking messages for staff members, dealing with visitors to the school, recording in visitor's book and issue identification and dealing with queries from parents, staff and pupils.
- Assisting with the administration of Parent Pay.
- Assisting with the admin support of the teaching and learning.
- Providing admin support to Senior Leadership Team.
- General office duties, including misc. typing for other departments/teachers, when required.

## **GENERAL RESPONSIBILITIES:**

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

## **STANDARDS:**

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School( Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

## **EDUCATION AND TRAINING:**

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.