

ST. ANTHONY'S SCHOOL
JOB DESCRIPTION



NAME:

JOB TITLE: Administrative Assistant

JOB PURPOSE: To assist the Headteacher and the staff of St. Anthony's School by providing a clerical service and administrative support.

ACCOUNTABLE TO: Headteacher
SLT

DIRECTLY RESPONSIBLE TO: Office Manager

HOURS OF WORK : 37 hours per week term time only plus INSET

KEY ACCOUNTABILITIES:

1. Supporting the school:

- Develop a relationship which fosters links between home and school.
- Liaise, advise and consult with all members of staff supporting the pupils, when asked to do so.
- Attend relevant staff training and development.
- Be aware of school procedures.

2. Office Administration

- Type and update plans, policies, letters and handbooks as advised
- To support in the Administration of the Annual Review process.
- Maintain and update pupil database as required
- Carry out word processing and desk top publishing as necessary.
- Take minutes of meetings when required.
- Answer telephone and pass on messages, as appropriate.
- Support the leadership team in the use of e-mail and communication through the school internet
- Show visitors around the school and make refreshments where

- appropriate.
- Receive visitors (by appointment, or otherwise), and supervise the management of the signing in and out procedures
- Contact parents or other agencies, as necessary.
- Other general clerical duties.

6) Additional Notes

- The duties of the post vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the postholder to undertake new/varied work.
- The job description sets out the major duties associated with the stated purposes of the post. It is assumed that other duties of a similar nature/level are included even if they are not itemised within the description.

June 2024

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: