



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

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.
- Working with Teachers and Support staff collaboratively to ensure all our pupils enjoy a wide range of activities both inside and outside the classroom.
- Provide support to parents and carers.
- 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 policies and procedures.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Maintain confidentiality and follow GDPR guidelines.

2. Office Administration

- Type and update plans, policies, letters and handbooks as advised
- To support in the Administration of the Annual Review process.

- Update pupil records using the pupil database (Bromcom)
- Check daily attendance, registers, and prepare school lunch reports when needed using Bromcom
- Process pupil absence forms – including updating the pupil record
- Carry out word processing and desk top publishing as necessary.
- Take minutes of meetings when required.
- Answer telephone and pass on messages ensuring that any query is fully communicated and dealt with.
- Receive visitors (by appointment, or otherwise), ensuring the signing in and out procedures are adhered to.
- Contact parents or other agencies, as necessary.
- Collating and producing weekly merit certificates.
- Processing Leavers.
- Assist with the Pathways administration.
- Assist with the administration of trips including payments via MCAS
- End of Year/start of the new academic year set up on Bromcom.
- Assisting with start and end of the day transport phone calls.
- Other general clerical duties.

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.

March 2026

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: