

## All Saints Catholic College



### JOB DESCRIPTION

**Post:** **ADMINISTRATION ASSISTANT**

**Responsible to:** **Finance Director/Data Manager**

**Grade:** **Grade D, points 7-10, term time only**

**Post purpose:** To provide general administration support to the school and administer the cover system

**Liaising with:** Headteacher, Leadership Team, Subject Leaders, teachers and support staff

**Working time:** Full time (36 hours per week), term time only

Hours of work:

7.30am to 3.30pm (Monday and Tuesday)

7.30am to 3.00pm (Wednesday to Friday)

**Disclosure level:** Enhanced

#### **Duties and Responsibilities**

The Administration Assistant is expected to:

- Administer the day to day cover, arranging supply staff where required and management of the cover diary on SIMS for all staff.
- Undertake reception duties as and when required, answering general telephone and face to face enquiries and signing in and out of visitors.
- Provide general clerical and administration support, including photocopying, filing, e-mailing, responding to routine correspondence to the headteacher, staff and governors.
- Help maintain manual and computerised records on the SIMS/FMS system.
- To be part of the finance team in procedures and maintaining the schools financial reporting system.

- Assist the finance department in all aspects of financial routines and procedure.
- Assist with ensuring all orders and invoices are processed in a timely manner with the Finance Officer.
- Assist with maintenance of stock supplies, cataloguing and distributing as required.
- Support school events as and when required.
- Participate in training opportunities and professional development as required.
- Any other duties directed in keeping with the level of responsibility for this band to support the administration service within school

All support staff employees are subject to a probationary period of 12 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Together with Tameside MBC and the Diocese of Shrewsbury, the College actively promotes the safeguarding of children and young people. Consequently, this post is subject to satisfactory DBS clearance.

**Our College is a community where we strive to:**

- ensure that faith and worship is lived, taught and celebrated
- provide a curriculum that enables all to experience fullness of life
- be a witness to Christ as we work with our parishes and the wider community
- value and celebrate the achievements of all
- communicate effectively and work in partnership with each other
- support all our College community as we journey together
- protect the environment for future generations
- commit to safeguarding and promoting the welfare of children and young people