



SCHOOL
MEMBER



St. Catherine's Catholic Primary School
Drovers Lane
Penrith
Cumbria.
CA11 9EL
01768 864 612

Job description – Administrative Support Assistant

Job Purpose:

To provide administrative support to the School Business Manager to ensure the smooth running of the general office.

To work on a busy reception area and to fulfil appropriate administrative duties in a professional manner in order to promote the school, by providing a welcoming and efficient first point of contact on behalf of the organisation.

Main Duties / Responsibilities:

ORGANISATION AND ADMINISTRATION

Full training will be provided, but you will be able to demonstrate a commitment to the responsibilities of the role which will include, but not limited to:

- Providing a professional reception service which includes answering the telephone (transferring calls and taking messages), face-to-face enquiries and welcoming and signing in visitors
- Completing online daily attendance registers, following up pupil absences and liaising with the school's Attendance Officer on matters relating to pupil attendance
- Photocopying, laminating, filing and scanning documents
- Sending and responding to emails
- Assisting in arrangements for school trips, events etc.
- Maintaining manual and computerised records
- Producing lists/reports/data, as required
- Taking delivery of purchased goods and completing the related records as part of the school's procurement system
- Maintaining stock levels of school resources, providing re-order lists and distributing goods when received
- Preparing cash/cheques for banking, and maintaining receipting and income records and spreadsheets
- Operating relevant equipment/ICT packages and information systems
- Assisting the Headteacher and School Business Manager with delegated tasks as they arise.

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Job Description – February 2025