



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Cardinal Heenan Catholic High School JOB DESCRIPTION

Postholder	Administrative Assistant
Line Manager	Student Services Manager
Salary	B1, pts 4-6 (£21,189 - £21,968) pro rata to hours and weeks worked
Details of Appointment	Full time or Part time hours will be considered Term time only, plus 10 additional days
Overall Responsibilities	<p>To provide administrative, reception and reprographic functions to support the highest standards of student achievement and school efficiency.</p> <p>To uphold and make an active contribution to the school's Catholic ethos in line with the Catholic Education Service Contract.</p>
General Responsibilities	<ul style="list-style-type: none"> • Act as a first point of contact within the school to all visitors ensuring a professional and warm welcome is created and that all necessary safeguarding checks are completed. • Operate the school switchboard directing all enquiries appropriately in a prompt and professional manner. • To undertake administrative tasks, including: typing of documents, data input and retrieval and dealing with incoming and outgoing mail. • Use IT applications and databases effectively to deliver administrative tasks to improve school efficiency and student outcomes. • Receive and acknowledge receipt of deliveries into school. • Keep reprographics and reception areas looking professional. • To manage meeting rooms and facilitate hospitality requests • To collate and prepare information from a variety of sources. • Provide administrative support to Senior and Middle Leaders and assist in the organisation of special events, such as awards evening and Open Day. • To assist with the efficient operation of the reprographics room, providing efficient and accurate reprographics support to all staff, including bulk photocopying. • Maintain a high degree of confidentiality at all times. <p>As an Employee</p> <ul style="list-style-type: none"> • Participate in training and other learning activities and professional development as required. • To support and contribute to the Catholic ethos of our school community. • Ensure promotion and support of Equal Opportunities and Health & Safety in line with school policy.

	<ul style="list-style-type: none">• To undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Headteacher/ Line Manager.• Follow school policy in relation to all prescribed areas.• Ensure high standards of professional appearance in line with the school's dress code.• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.
--	--