



*"We are called to be the hands and face of Jesus as we learn, love and grow together"*

**Headteacher: Mrs A Whitty** BA (Hons) PGCE

**St. Vincent de Paul Catholic Primary School**

Bedwell Crescent, Stevenage, Herts., SG1 1NJ

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**Job Title:** Administrator

**Pay Grade:** H3 point 5 - £24,790 Pro-rata (Sept 2024)

**Hours:** 8.30am – 4.00pm (includes lunch hour) Term time, Monday to Friday + plus one week: 2 days before the start of the autumn term + 3 other days taken throughout the year in school holiday period

**Contract:** Permanent (32.5 hours per week)

**Purpose of the Role:** To provide general administration support to the School under the direction or instruction of School Business Manager.

### **Responsibilities:**

- Provide administrative support e.g. telephone enquiries and responding, completion of routine forms, school meals and photocopying
- Update manual and computerised records/management information systems (Arbor) (training given if necessary)
- Organise and book school trips, included swimming and one annual residential trip
- Undertake cash handling i.e. dinner money, school trips and chasing debts
- Responsible for organise Breakfast Club bookings and organising register and payments
- Finance: banking transactions for School Business Manager
- Provide reprographic support to teaching and non teaching staff
- First point of contact for sick pupils, liaise with parents, carers, staff and administer basic first aid
- Contribute to the planning and development of administrative procedures and systems.
- The jobholder exercises discretion in filtering letters and phone calls for the headteacher (and other members of the Senior Leadership Team) whilst ensuring that all enquiries are dealt with promptly.

### **Knowledge and Experience:**

- Good knowledge and competent use of ICT systems, eg, Word, Excel and good level of numeracy.
- An understanding of the school's ethos and values.

### **Skills and Competencies:**

- Good planning and organisational skills
- Experience of working in an office environment with good written and verbal skills
- Able to deal calmly under pressure, be flexible and respond positively to change
- Able to work as part of a team as well as multitask and prioritise own workload
- Work accurately and have a good attention to detail.



## **Problems, Demands & Decisions**

- First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Concentration for undertaking administrative tasks
- Exposure to emotionally demanding situations is infrequent
- Contact with pupils, parents, carers and outside agencies entering the office and may assist with the welfare and care of sick pupils in administering first aid.

## **Dimensions**

- May handle small amounts of cash
- Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.

### **Physical Effort**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

### **Working Environment**

- Work is normally carried out in an office environment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

