Holy Family Catholic High School & Sixth Form Centre

Recruitment Pack

Administration Assistant

Holy Family Catholic High School

Administration Assistant Level 2

Grade D
Part Time/Term Time
30 hours per week
Scale Points 5-6 (£24,322 - £24,729)
(Pro Rata £15,708 - £15,971)

The Governors of Holy Family Catholic High School are seeking to appoint a motivated, caring, flexible and experienced Administration Assistant. The successful candidate will be required to provide high quality administrative support to ensure the smooth running of the school reception.

The ideal candidate will have good organisational and interpersonal skills and be able to use their own initiative. Experience of using Microsoft office, including Word and Excel is essential.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Due to the nature of work this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant care/safeguarding legislation and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure and Barring Service. We welcome all applications regardless of age, gender, ethnicity or religion.

Please note that in line with Keeping Children Safe in Education 2023, an online search may be carried out as part of our due diligence on shortlisted candidate

Further details and an application form can be obtained from:
Website: www.holyfamilyhighschool.co.uk

Closing date: 28th August 2026

Interviews: w/b: 7th September 2026

Job Title: **Administrative Assistant**

Grade: **Level 2 – Grade D**

Hours: **30 per week (Term Time)**

Responsible to: **School Business Manager**

OVERALL RESPONSIBILITY

- To assist in the effective and efficient running of the School office.
- To act as a first point of contact with the School for parents and others.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Admin Duties:

- Undertake general administrative duties, e.g. receiving deliveries and visitors ensuring that they sign into the School and are given security badges.
- Collect pupil contributions for trips and activities, and check the monies.
- Respond to enquiries, both verbal and written, for school profile and other information.
- Support the management of formal, and informal communications in the School.
- Aid in opening and distribution of incoming mail and despatch outgoing communications.
- Distribution of internal mail.
- Franking of mail and arrangement of the posting of mail.
- Collate, prepare, update and oversee the School calendar.
- Collate, prepare, and distribute to teachers, annual reports to parents.
- Assist in the general maintenance of records and data.

Resources:

- Undertake general financial administration e.g. processing orders/payments, petty cash etc, and preparing statements for individual budget holders.
- Operate office equipment, e.g. photocopier; fax machine etc, and ICT packages (Word Excel etc) in accordance with manufacturer's instructions.
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- Operate uniform, or other 'shops' within school.
- Provide general advice and guidance to staff, pupils and others.

Duties – Supporting Staff:

- Support staff by the provision of general clerical work in the School.
- Provide staff with pupil information as required.
- Support school staff with supervision of pupils as and when required.
- Work with others in updating and producing the staff handbook(s), school prospectus, parent letters, etc.
- Liaise with the Headteacher and Deputy Headteacher, to ensure all school documentation for public distribution is prepared to set deadlines.

Duties – Supporting Pupils:

- Manage pupil sickness and welfare procedures including assistance to outside agencies carrying out medical examinations.
- Provide pupils with relevant information as requested.

- Provide for individual pupil welfare needs, monitor pupil sickness requirements and make arrangements with parents to collect sick pupils.
- Attend to pupils who are feeling unwell.
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Set a good example in terms of personal presentation, attendance and punctuality.

Support for the School:

- Be aware of and comply with school 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 to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

Health and Safety:

- Obtain a nationally recognised First Aid certificate and attend suitable refresher courses in order to keep qualifications up-to-date.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Person Specification

Post: **Administrator Level 2**

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS/TRAINING		
Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.	D	AF
NVQ Level 3 in Administration or equivalent qualification or experience	E	AF +I
EXPERIENCE		
Experience of clerical/administrative/financial work.	D	AF + I
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.	D	AF + I
Appropriate knowledge of First Aid.	D	AF + I
Basic awareness of inclusion, especially within a school setting.	E	AF + I
SKILLS/KNOWLEDGE/APTITUDES		
Communication & Influence Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.	E	AF + I
Team working Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.	E	AF + I
Organisational awareness Keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance.	E	AF + I
Adaptability Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.	E	AF + I

Use of technology Is able to use and understands the purpose of Information Communication Technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.	E	AF + I
Professional Values and Practice Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.	E	AF + I
Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.	E	AF + I
Ability to improve own practice through observations, evaluation and discussion with colleagues.	E	AF + I
<u>SPECIAL REQUIREMENTS</u>		
Requirement to complete Support Staff Induction Programme.	E	I
Requirement to complete Appointed Persons First Aid at Work training.	E	I

Please send any completed application forms to vacancies@holyfamilyhighschool.co.uk

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facebook.com/HFCHSThornton

Be the best you can be!