CHRISTUS CATHOLIC TRUST

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL, GRAYS, ESSEX

Information for Applicants

AIMS OF THE SCHOOL: St Thomas of Canterbury Catholic Primary School is a popular school founded in 1886, boasting an excellent local reputation with facilities that provide an engaging working and learning environment. Our children are always expected to do their best and aim for excellence. St Thomas' is a 3 form entry school, located on an attractive site, catering for around 630 pupils from a community that embraces diversity.

Responsible to: You will be an employee of the Christus Catholic Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

1. Introduction

- This appointment is with the Trustees of the Christus Catholic Trust Board under the terms of the Catholic Education Service contract signed with the governors/trust as employers. The Trustees aim to appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.

- This job description may be amended at any time, following consultation between the headteacher and the Receptionist/Office Administrator and will be reviewed annually.

- This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Job Description

Job Title	**Receptionist / Office Administrator**
Grade	Band 4, Point 12-20
Hours	35 Hours per week 8:15am to 4:15 pm 5 days a week – Term time plus 2 weeks
Liaison with	All Staff, Students, Parents, Visitors, External Agencies
Job Purpose	To provide reception and administrative support to facilitate the smooth running of the school

Duties and responsibilities

- To undertake general reception duties as required, being the first point of contact for the school.
- To undertake administrative duties to facilitate the smooth running of the school
- To undertake data entry input into Arbor and other spreadsheets
- To assist with school dinner registers and daily numbers when needed
- To send out emails and messages to parents via Arbor
- To assist with attendance recording and monitoring of attendance registers when needed
- To support the nursery with daily admin work, phone calls, letters
- To support the nursery with contacting parents/carers
- To ensure school security and safeguarding arrangements are complied with, including the signing in and issuing of visitors' badges.
- To manage whole school emails and replies
- To accept and sign for deliveries as appropriate.
- Trouble shooting and solving problems/issues for parents and teachers.
- To undertake filing and photocopying when needed
- To undertake First Aid training and give first aid to students
- To manage the renewal and booking of First Aid training for relevant staff
- To undertake Fire Marshall duties
- To assist with visits from the school nurse and the NHS immunisations team.
- To use the school communication system to send school communications to parents
- To be fully supportive of the Catholic ethos of the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practises

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Qualifications	• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)	• NVQ level 2/3 in Administration or other secretarial qualification • First Aid qualification
Experience	• Working in a busy office environment	• Working within education
Knowledge & Understanding	• Good knowledge of and confident using Word and Excel	• Experience of MS school office programs and IT applications
Skills	• Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way • Recognise the confidentiality of some kinds of information • Work effectively and efficiently under pressure • Good oral and written communication skills • Problem-solver with a 'can-do' approach • Pro-active approach to daily work	
Personal characteristics	• Adaptable • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focussed in pressurised situations • Enthusiastic	