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	**Attendance/Office Administrator**
Grade	Band 4, Point 12-20
Hours	35 Hours per week 8:00am to 4:00 pm 5 days a week – Term time plus 2 weeks
Liaison with	All Staff, Students, Parents, Visitors, External Agencies
Job Purpose	To record and monitor daily attendance and provide administrative support to facilitate the smooth running of the school/nursery

Duties and responsibilities

- To monitor pupils' daily attendance
- To follow up promptly on unexplained absences with parents/carers
- To update and maintain accurate attendance records
- To monitor and identify pupils who have low attendance
- To send out attendance letters to parents/carers for unauthorised absence in line with the different stages in the school's attendance policy and penalty notice framework
- To work with and make referrals to outside agencies, eg Local Authority
- To produce attendance reports
- To arrange attendance meetings as required
- To manage holiday absence
- To keep up with new school attendance legislation
- To undertake general office duties
- To manage the Newsletter under direction of the Headteacher
- To undertake data entry input into Arbor and other spreadsheets
- To manage Free School Meals and Pupil Premium and ensure Arbor is updated
- To send out emails and messages to parents via Arbor
- To set up and manage school trips, clubs, payments on Arbor under the direction of teachers/Headteacher
- To ensure school security and safeguarding arrangements are complied with, including the signing in and issuing of visitors' badges.
- To assist in managing school emails and replies when necessary
- To accept and sign for deliveries as appropriate
- To undertake filing and photocopying when needed
- To be a First Aider and give first aid to students
- To undertake Fire Marshall duties
- 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 school office environment • Experience of attendance in a school • Experience of school MS systems	• Experience of Arbor/SIMS/BROMCOM
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	