



ST EDMUND'S COLLEGE & PREP SCHOOL

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Administrative Assistant and School Receptionist
Reporting to:	Head of the Prep
Hours:	8.00am to 4.00pm – Monday to Friday – Term Time Only
Summary of the role:	To support the Prep School Office in handling Administrative matters.
Main duties and responsibilities:	<p>The duties set out below in this job description will be carried out by the Administrative Assistant under instruction from the Head and in conjunction with relevant line managers:</p> <ul style="list-style-type: none"> • Typing correspondence, arrangement of meetings, booking meeting rooms and organisation of diaries • Composing independently, or in accordance with general instruction, correspondence and documentation on a wide range of subjects. • Handling and responding to telephone calls and dealing with matters on own initiative, using discretion to redirect calls or pass calls to the relevant member of staff • Creating and maintaining efficient filing and other information systems • To produce weekly Newsletter in consultation with staff • Assisting in the co-ordination of Prep events, including sports fixtures and educational visits • General office duties, including photocopying and filing and maintaining pupil files • Assisting HR with completion and collection of personal identification and Child Protection Documentation as Supply Teachers are used. • Keeping child protection spreadsheet up to date and preparing letters for the Prep School Designated Safeguarding Lead and Deputy Head. • Ordering stationery for the Prep School use • Preparing Prep termly tri fold calendar • Updating termly calendar spreadsheets in liaison with School Secretary • To order / purchase equipment for the Prep School, checking items have been received and invoices. • To instruct payment from St Edmund's College - presenting to accounts the invoices are correct and allocated to the appropriate budget, i.e. education visits etc. • To maintain bookkeeping for the Prep School budgets, administering purchase invoices to staff, confirming purchase, obtaining authorisation from the head, allocating the correct budget codes. Liaising with the accounts department and where necessary arranging for the return of goods not required. • To liaise with as appropriate and maintain accurate Attendance Registers • Checking, correcting and printing the Prep School register morning and afternoon and confirming pupil absences. • Updating staff and pupil fire registers • To assist with Front of house for parents and visitors • To liaise with the College staff for catering, meeting rooms, grounds and transport as necessary. • Undertaking other duties of an appropriate level and nature as and when requested by the Head. • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
Line management duties and responsibilities	You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

*The College is committed to safeguarding the welfare of children,
therefore, all candidates will be required to undergo an Enhanced DBS check.*

*We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children
and may approach previous employers for information to verify particular experience or qualifications.*