



# St Joseph

Catholic Multi Academy Trust

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Job Title:</b>	Administration Officer	<b>Grade:</b>	Grade 2 (SCP 3-5)
<b>Area/Section:</b>	Holy Family Catholic Academy	<b>Salary:</b>	£24,796 to £25,583 pro-rata
<b>Date Prepared:</b>	October 2025	<b>Hours:</b>	37 hours per week
		<b>Contract:</b>	Term time plus 1 week

### Role Purpose

Under the management of the School Business Manager work as part of a busy team to provide an efficient and effective reception and administrative support service to the academy, ensuring confidentiality is maintained at all times.

### Role Summary

- Assist with daily office tasks, including answering phone calls, responding to emails, and maintaining student records, ensuring smooth office operations.
- Act as a welcoming first point of contact for parents, students, visitors and staff, providing information and directing queries effectively.
- Help with organising school materials, coordinating event preparations, and maintaining accurate inventories to support classroom and administrative activities.

### Key Responsibilities and Accountabilities

#### Reception and Administration

- Ensure all visitors are welcomed to the academy.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary and taking messages as required.
- Ensure safeguarding, security and Health and Safety procedures are followed for all visitors.
- Deal with the distribution of deliveries, including post and parcels, to the relevant area of the academy.
- Sign for and check delivery of goods to the academy, ensuring that delivery notes are obtained.
- Undertake word processing, data input, photocopying and collating as directed.
- Assist with the checking of basic enquiries and updates relating to pupil data and input when required onto internal databases.
- Compose letters where appropriate for signing by senior staff.
- Create spreadsheets as and when required.
- Send and receive emails and text messages to parents.
- Assist with any filing and photocopying of documents.
- Ensure the tidiness and general appearance of the office is maintained to a high standard
- Undertake word processing for whole academy as requested; including newsletters, admission forms, registers, letters, notices and signage, and provide a clerical service with duties such as photocopying, laminating and sending out of information under the direction of the School Business Manager and Headteacher.
- Maintain the information boards within the academy premises, displaying information of interest to parents such as newsletters, events etc.
- Assist with maintaining academy stationery supplies, completing order forms when necessary.
- Ensure academy photocopiers are supplied with paper, ordering toners and cartridges as required.
- Provide an administration service for annual reviews maintaining spreadsheets, issuing out



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letters etc.

## School Meals

- Be responsible for collating and recording pupil information on pupil management information systems relating to dietary requirements, free school meals, dinner money payments etc.
- Complete the daily recording of school meals following procedures and policies using the school registers.
- Produce relevant reports and registers for catering staff, lunchtime supervisory assistants etc.
- Monitor pupil meals and amend where necessary after the lunchtime period.

## Pupil Records

- Be responsible for the maintenance of all pupil information records on the pupil management information system ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, emergency contacts, family links and UPNs.
- Maintain and update data collection sheets and consent forms for pupils have been received, recorded and filed appropriately.
- Be responsible for collating and recording of pupil information for the processes relating to admissions and transition.
- Be responsible for issuing UPNs for new admissions, and requesting when necessary pupil information from other schools. Ensure all pupil documentation are received from previous schools.
- Be responsible for updating pupil attendance on the academy's MIS weekly class registers, input data from registers to check and record attendance, update pupil absences with reasons, track lateness and input minutes late on the MIS and provide reports on pupil attendance for staff as required.
- Produce a variety of reports when requested for pupil data analysis.
- Assisting with the preparation and inputting of information relating to completing the Pupil Census and producing reports if necessary.

## Finance

- Liaise with parents to ensure dinner balances are paid on time. Run reports from the payments system to track dinner balances.
- Support with any charity collections from parents and staff, e.g. children in need, comic relief.
- Support the creation of purchase orders and assist with processing invoices for payment in a timely and accurate manner.
- Maintain accurate financial records by inputting data into finance systems and ensuring completeness and accuracy.
- Act as a point of contact for internal and external finance-related queries, providing efficient support and escalating issues when necessary.
- Ensure adherence to financial regulations and assist with audit preparation as required.

## General Responsibilities



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- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



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## PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
<b>1. Qualifications and Training</b>		
Minimum of 5 GCSE (including Mathematics and English) at Grade A-C or Equivalent.	✓	
<b>2. Experience</b>		
Experience in an office environment.	✓	
Awareness of procedures for safeguarding children.		✓
An interest of working within a school/academy setting and busy office.	✓	
Awareness of procedures to ensure equality of opportunity.		✓
<b>3. Knowledge and Skills</b>		
A high standard of literacy and numeracy skills.	✓	
Ability to demonstrate a good standard of written and spoken English and numeracy skills.	✓	
A good level of competence and an up to date working knowledge of ICT, in particular office 365 and emails.	✓	
The ability to contribute to the maintenance of clear, accurate records.	✓	
Communicate clearly and in a variety of forms with a range of pupils and adults to enable taking information from people and giving out information over the telephone and face to face.	✓	
The ability to work as a member of a team and foster positive relationships with a range of other professionals as well as using own initiative.	✓	
Excellent organisational and time management skills to meet set deadlines.	✓	
Ability to accurately follow procedures and instructions	✓	
Ability to operate a range of office equipment scanners, photocopiers, phones.	✓	
Have a flexible approach and willingness to offer help.	✓	
Willingness to participate in ongoing and further training and developmental opportunities as appropriate.	✓	
Commitment to maintain confidentiality on all academy matters.	✓	
<b>4. Professional and Personal Qualities</b>		
Belief that every pupil should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education	✓	
A commitment to supporting the Catholic ethos of the Trust	✓	
Willingness and commitment to Professional Development	✓	
To have excellent attendance and punctuality	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	



	Essential	Desirable
Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the academy	✓	
Understanding of promoting positive relationships with the wider academy community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
Works to high levels of accuracy	✓	
Pursues a shared vision with enthusiasm and determination	✓	
Willingness to continually improve own and team performance	✓	
Effective communication skills – both written and verbal	✓	
Ability to communicate a vision and inspire others	✓	
Commitment to ensuring the best outcomes for all pupils.	✓	
Empathy and respect for children, parents and their needs	✓	
A calm manner and a good sense of humour	✓	
Approachable, committed and resourceful	✓	
Able to manage stressful and challenging situations	✓	
Professional appearance and presentation	✓	
Prepared to work flexibly and adapt to changing needs	✓	
Fairness, empathy and listening skills	✓	
Integrity, confidentiality and discretion	✓	
Tenacity and the ability to work effectively under pressure	✓	
Proven capacity to work innovatively and independently	✓	

**The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.**

**Disclosure of Criminal Record:**

The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

**The employment checks are required:**

Evidence of entitlement to work in the U.K.	✓	
Evidence of essential qualifications – section 1 of PS	✓	
Two satisfactory references	✓	
Confirmation of medical fitness for employment	✓	
Registration with appropriate bodies (where applicable)	✓	