

Christian Brothers Grammar School, Omagh

Job Description

Job Title	Administrative Assistant
Responsible to:	Principal, School Bursar
Salary Scale	Point 14-17 on the NJC Scale
Hours of Duty	8.30 a.m. to 4.45 pm Monday to Thursday 8.30 a.m. to 4.30 pm Friday

This is a permanent position, required from 14th August 2017.

Personnel Specification

Essential

- 5 GCSE or equivalent or higher qualifications.
- Grade C or better in GCSE English and Mathematics
- Minimum of one year work based experience of using Microsoft Office, especially Word, Excel, Power Point, Outlook.

Preferred

- SIMS software
- FMS and/or Sage Accounts software
- Minimum of one year work based experience dealing with the public and operating a telephone system.

Skills, Aptitudes & Knowledge

- Ability to self-manage and organise.
- To be able to communicate efficiently and effectively with all levels of staff, pupils and visitors to the school.
- High level of verbal and written communication skills.
- To be willing to work as a team member.
- To have the understanding of the need for confidentiality and sensitivity.
- To be able to portray a positive and welcoming image of the school.

Job Description for post of Administrative Assistant

Tasks required to be carried out, as allocated by management, will include:

Administration Duties

- Maintain the Student Records System, ensuring accurate and timely data entry and to oversee the maintenance of paper based student records.
- Maintain the general filing system and file all correspondence.
- Assist with the preparation and administration of school letters.
- Assist with the updating and maintenance of the School Emergency Evacuation File.
- Assist with EMA, Pupil Transfer, Web Exchange, DE Census and other returns

Finance Support

- Count and reconcile daily/weekly lodgement.
- Update when directed Cashless products, including product reporting for teachers, when required.
- Process internal consumables when required.
- Maintain an adequate inventory in Stationery Office, including monthly stock counts.
- Assist with the Equipment Register.

Provide support to other Staff

- Support the Bursar when necessary with Finance, i.e. Purchase Orders, Invoices, Money Reconciliation, Tendering.
- Support the Examinations Officer when necessary, i.e. Examination Special Consideration Forms, administration of Entrance Assessment, Internal/External Exams etc.
- Support staff in preparation for internal events i.e. Parent Meetings, School Reports, Registration Day, Transfer Day, Results Day.
- Send out text messages through the school text software to parents and staff when requested by the Senior Management.
- Assist with the administration of school trips by processing reply slips and associated documentation.
- Receipt and deposit securely all payments made by students, staff and public, including processing money of pupils onto the Cashless System.
- Liaise with canteen staff in issuing overdrafts and cashless issues, in the daily log book.
- Provide Support to the Receptionist, that he/she is familiar with the full range of duties carried out by the Receptionist

The above lists are not meant to be exhaustive and other tasks may be assigned as required by the needs of the school. The Administrative Assistant will be expected to fulfil such other duties as are consistent with the general role outlined above and as may be required by the Principal.

Terms and Conditions of Service

Conditions of Service: The conditions of service are those agreed by the National Joint Council.