

# Administration Assistant Required

Salary: £10 / £12.21 per hour (dependant on age and experience)

Start Date: As soon as possible

Contract: Zero hours contract



We are looking to appoint a member of staff to join our school office team to provide support at busy times of the year or to provide cover during periods of absence. For this role, you may be called upon to check your availability at short notice, to cover any period from 1 hour up to a full day.

We are very proud of our children who enjoy coming to school and are keen to learn. The successful candidate will be joining a happy school with staff who want the best for every child.

Please note that you do not need to be a Catholic to work at Good Shepherd. We welcome all members of staff, regardless of their faith on the understanding that they support our Christian ethos.

## Good Shepherd can offer you:

- A calm and supportive working environment in line with our Christian values
- Positive and happy children who enjoy learning
- Welcoming, friendly and supportive colleagues

Applicants must have good Maths and English abilities. In addition, applicants will need computer literacy skills including all aspects of Office 365. A friendly disposition plus efficiency and excellent organisational skills are also essential to this role. School-based experience would be an advantage.

Safeguarding and promoting the welfare of all children is paramount and all staff are expected to share this commitment.

Any offer of employment is subject to two satisfactory professional references, medical clearance, a DBS, evidence of eligibility to work in the UK and evidence of qualifications. All of the above checks must have been completed before the start of employment.

Candidates are welcome to visit the school and are invited to complete the application form on the school website [www.goodshepherdprimaryschool.co.uk](http://www.goodshepherdprimaryschool.co.uk) and return it to Ms West [sbm@goodshepherd.croydon.sch.uk](mailto:sbm@goodshepherd.croydon.sch.uk) No Agencies please

Closing date for applications: **10am Friday 20<sup>th</sup> June 2025**

Interview date: **Wednesday 25<sup>th</sup> June 2025**

# Administration Assistant - Job Description



- Dealing with parental enquiries
- Answering the phone
- Draft letters, texts and emails to parents
- Open and respond as appropriate to emails and answerphone messages
- Open and distribute daily post
- Giving messages to children and staff
- Welcoming visitors to the school
- Recording pupil attendance and following up absences, lateness and appointments
- Ordering school lunches
- Stock and stationery ordering
- Check deliveries and putting away items received
- Assist teachers with the organisation of school trips
- Collection of money where necessary using online payment platform (ParentPay)
- Administrative support to Headteacher and Deputy Head Teacher
- Maintain noticeboard and keep the school office tidy
- Filing, photocopying, laminating and shredding as requested by Senior Administration Officer / School Business Manager / SLT
- Provide simple first aid where needed
- General admin to support the efficiency of the school office function
- Provide support in classrooms or the playground when required
- Any reasonable request made by the Senior Admin Officer, School Business Manager or Senior Leadership Team

# Administration Assistant - Person Specification

We are looking for a candidate who:

- Makes a positive contribution to the Catholic ethos of the school
- Supports the school's values and vision
- Develops effective professional relationships with all colleagues
- Is skilled at establishing rapport with pupils, their families / carers
- Is discreet and confidential
- Has patience
- Is friendly
- Shows empathy
- Has good organisation skills and is efficient
- Shows initiative
- Likes being around people, both adults and children
- Is able to work with others as part of a team
- Can contribute to school life
- Promotes children's wellbeing by fostering a positive and inclusive environment