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**Job Description: Administration Assistant**

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| **Post Title** | Administration Assistant  Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | 6-8 (£15,595 - £16,640) FTE |
| **Hours/Weeks** | 35 hours per week, all year round. Flexibility possible for the right candidate. |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation:**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the School Accountant. Also working closely with department managers and supervisors. |

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| **Accountabilities:**  To provide a professional and high quality administration service to departments as required. |

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| **Responsibilities:**   * Provide administrative assistance and support to ensure the smooth running of the office * Provide general support to the Accounts, HR, and other departments as required * Updating and maintaining spreadsheets detailing charges, registrations, trips, budgets etc * Inputting information on to the School Accounts system * Generating manual cheques. Distributing and collecting invoices and other paperwork from around the School. * Cash counting and daily banking * General office support e.g. filing, mailings and photocopying * Supporting other tasks assigned by Managers and Supervisors |

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| **Safeguarding and Protection of Children and Young Persons:**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy   Particular H&S issues for this post are: sit and use standard office VDU equipment, printers, shredders, photocopiers |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Completed a broad education including GCSE grade C (4) and above in English Language and Maths (or equivalent) |  |
| **Experience and Knowledge** | Working to deadlines | Experience of working within an education environment or in a similar role  Managing and maintaining databases  Previous experience working within a busy office environment |
| **Skills/Abilities** | General IT literacy  Excellent organisational and time management skills  Excellent verbal (and written) communication skills  Able to work as part of a team | Good knowledge of Microsoft Office applications, including Outlook, Word and Excel.  ECDL or euivalent  Able to prioritise, multi-task and keep calm under pressure |
| **Aptitude** | Natural ‘can do’ attitude; a team player  Motivated, positive and enthusiastic with a confident, polite manner  Punctual and good time-keeper |  |
| **Circumstances** | Able to work flexibly if required |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ……………………………………………….. Date ………………….  Print name ……………………………………………………………………………..………….. |