



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Teaching School Administrative Assistant	
Working Pattern	37 hours per week / Term time + 2 weeks	
Salary	Scale F £21,968 to £24,054 per annum (pay award pending) Actual starting salary £19,864 per annum	
Purpose of the Job	To support successful operation of the Teaching School	
Responsible To	Teaching School Office Manager	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Low
	Degree of Responsibility for Children	Low
Conditions of Employment	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	

Primary Responsibilities:

Carrying out all general administrative work in relation to the Teaching School activities. This includes:

- Providing a professional 'front of house' service to all stakeholders;
- Being a point of contact for enquiries;
- Maintaining accurate and up to date records as required;
- Collating and organising information;
- Diary and calendar management;
- Providing support for face-face and remote training sessions;
- Updating social media and creating social media assets;
- Taking minutes and carrying out both internal and external event admin;
- Assisting with any other promotional activity.

Initially the post-holder will be the named Administrator for the South Yorkshire Maths Hub and the majority of their work will be in relation to providing administration services for the South Yorkshire Maths Hub. Full training and induction will be provided.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.
- To ensure the Teaching School supports The School by projecting a professional image at all times.