



**ST ALOYSIUS'  
COLLEGE**

<b>Job Title</b>	Clerical Assistant
<b>Reporting to</b>	<b>Administration Manager</b>

**Job Purpose**

The post holder will be an integral part of the College's central administrative team, providing comprehensive administrative and secretarial support to all academic and non-academic departments.

This role involves a variety of tasks including reception duties, data management, academic record management, event coordination, and supporting the overall smooth operation of the College's administrative and academic functions.

The post holder will ensure timely, accurate, and high-quality information is available to support all departments, parents and pupils, enhancing efficiency and productivity across the College.

**Main Duties and Responsibilities**

**Reception Duties:**

- First point of contact for all visitors, students, parents, and prospective families
- Respond to incoming enquiries and email, directing them as appropriate
- Assist in maintaining an excellent customer experience for all College stakeholders

**General Administration:**

- Provide administrative support to all College departments, including document preparation, data entry, photocopying, filing and preparing meeting facilities
- Coordinate and manage multiple schedules, calendars, email inboxes to ensure seamless communication and avoid scheduling conflicts
- Actively liaise with staff to handle enquiries to the highest standard, ensuring a thorough knowledge of the College's operations and services
- Support the administrative team and improve office operations to enhance accuracy, productivity, and efficiency

**Mail and Stationery**

- Open, sort, and distribute incoming mail in a timely and efficient manner
- Manage inventory and order stationery and printer cartridges across the College

- Maintain, repair, or replace office equipment as necessary

#### **Academic and Departmental Support:**

- Manage the scheduling of teaching staff for breaks, ensuring consistent supervision across the College
- Examination registration, invoicing and analysis
- Support in the preparation of pupil reports
- Password management support for parents accessing pupil reports online
- Prepare the grade books and set lists for the coming year

#### **Fire Alarms and Safety Procedures:**

- Act as the main contact during fire alarms or drills, coordinating with the Fire Marshal, Fire Brigade, janitorial staff, and Senior Management to ensure safe evacuation procedures
- Provide timely and accurate handover information during such events

#### **Database and Systems Management:**

- Maintain and update College databases, ensuring accurate and timely input of data
- Manage spreadsheets and generate reports as required, ensuring data integrity across all records

#### **Event Coordination:**

- Provide administrative support for College events
- Assist in the preparation of event materials
- Offer on-site assistance during events, which may occasionally be outside of regular working hours

#### **Purchasing and Cash Handling:**

- Handle cash transactions and process purchase orders as required
- Assist in maintaining the purchase ledger

#### **School Shop Management**

- Assist the PTA in managing the School Shop, including the collection, sorting, cleaning, stock and sale of second-hand uniforms

#### **School Buses and Trips:**

- Coordinate daily pupil transportation, liaising with bus companies, parents, and pupils
- Assist in organising school trips, including travel, accommodation, insurance, collection of money and consent forms, and management of necessary documentation

#### **Other Responsibilities**

- Perform any other duties related to the College's operations as reasonably assigned
- Proactively contribute to a positive, collaborative working environment that aligns with the College's values and goals

- Provide cover on a rota basis during holidays, lunchtimes or other absences for public areas and administrative duties

## The Person

### Qualifications & Experience

#### Essential

- Educated to Higher level or equivalent experience
- Previous experience in a similar administrative role, preferably within an educational or public sector environment
- Experience in managing multiple calendars, email inboxes, and schedules
- Experience in dealing with enquiries and providing customer service in a professional setting
- Experience in organising and supporting events administration
- Experience with handling and managing data, including data entry and report generation

#### Desirable

- HNC/D or SVQ Level 3 in Business Administration or relevant field is preferred
- Experience working in a school, or other educational environment
- Experience in cash handling and processing purchase orders
- Experience in liaising with external bodies such as examination boards, vendors, or transport companies

### Skills & Knowledge

#### Essential

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), office management software, databases, and basic IT troubleshooting. SharePoint experience would be an advantage, though not a necessity as training will be provided
- Excellent written and verbal communication skills, with the ability to interact effectively with a wide range of stakeholders, including staff, parents, students, and external organisations
- Strong organisational skills, with the ability to multitask and manage competing priorities in a fast-paced environment
- High attention to detail with the ability to produce accurate documentation and data entry
- Strong problem-solving skills and the ability to handle unexpected situations with a calm, solutions-oriented approach
- Ability to maintain confidentiality and handle sensitive information with discretion

- Capability to work independently and as part of a team, demonstrating initiative and flexibility
- Ability to coordinate and support events, including logistical arrangements and communications
- A proactive approach to delivering high-quality service to both internal and external stakeholders
- Ability to respond positively to changing priorities and shifting demands, including out-of-hours

#### Desirable

- Basic financial skills, including handling cash, processing purchase orders, and managing ledgers
- Used to working with a variety of systems out with the Microsoft package and possessing the agility to adapt to new systems

### Personal Qualities

#### Essential

- Builds positive relationships with parents, professional colleagues, the wider community and other agencies
- A desire to learn, taking the opportunity to become involved with new processes, areas of the business etc
- Enjoys multi-tasking and the variety within the role
- Understands what good, professional service is within a professional setting and is keen to provide that high service level