

OUR LADY OF LOURDES CATHOLIC MULTI ACADEMY



OLOL General Clerical Assistant: JOB DESCRIPTION

Salary Grade: SC3 (14-17) £16,781-17,772 per annum pro-rata

Hours: 20 hours per week Monday – Friday 1pm – 5pm

Contract: Term time plus 5 Inset days. Holiday cover as agreed.

Responsible to: MAC Business Manager

The Post

To provide general clerical assistance to the MAC central team in the running of the Our Lady of Lourdes Catholic MAC Head Office. To Provide a front line response to key stakeholders.

Principal Responsibilities	Provide administrative support to the Central Team Provide a front line response to stakeholders
Administration	Provide administrative support to the Central Team to include: <ul style="list-style-type: none"> • Monitor the diary of the MAC Business Manager and ICT Operational Manager • Organising and scheduling appointments and meetings as requested • Prepare and distribute meetings papers as and when requested • Answering and directing phone calls • Checking and distributing documents and correspondence • Receiving, sorting and distributing incoming mail • Maintaining filing systems • Photocopying and scanning documents • Typing documents and correspondence • Checking and entering data • Maintain personnel files • Administrative support in the recruitment of new staff and leavers • Monitoring and ordering of office supplies
Finance	Enter vendor invoices for payment Provide payment information to vendors as requested
Other	Update the MAC Website To be a fire marshall To hold an emergency first aid certificate To support at all times with the Catholic ethos of the Multi Academy Company Maintain and prepare hospitality facilities

The current main duties and responsibilities of this post are outlined in this job description. The list is not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is

Head office: Our Lady of Lourdes Catholic MAC, The School House
c/o St Bede's Catholic Middle School, Holloway lane, Redditch, Worcestershire: B98 7HA
Tel: 01527 528261

Company Number: 9064485

A seamless, faith based education, from reception to Sixth Form

expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role and that it incorporates whatever reasonable changes that may have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

OLOL General Clerical Assistant: PERSON SPECIFICATION

Attributes		Essential	Desirable
Qualifications and Experience	A good standard of written English, Minimum C grade at GCSE or Equivalent	✓	
	Minimum 2 years' experience in an office environment	✓	
	Level 3 qualification (A level)		✓
	Experience of working within a Multi Academy Company or Trust.		✓
Skills and Abilities	Proficient in working with Microsoft packages, including Outlook, Word and Excel	✓	
	Ability to work under pressure, prioritising and managing workloads to meet deadlines	✓	
	Ability to approach tasks in an analytical manner and deal quickly and efficiently with a constantly changing workload and meet deadlines.	✓	
Personal Qualities	Team Player	✓	
	Confidentiality	✓	
	Self-motivated, proactive, well-organised and able to work on own initiative with minimum supervision.	✓	
	Flexible approach to duties and working arrangements.	✓	
	Excellent interpersonal skills with proven ability to build effective working relationships with all stakeholders.	✓	
	Commitment to the safeguarding of pupils.	✓	