

School Admin Officer – Library/General Admin

Job Description	
POST TITLE:	School Administration Officer – Library/Admin
GRADE:	Grade 4 (scale point 4-6)
CAR USER:	
LOCATION:	St Augustine’s RC High School
RESPONSIBLE TO:	
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Working with staff to provide the day-to-day activities of the school library to enable pupils to access services to support learning. To maintain and update the library software (AccessIT). Provide general admin support to departments within the school. This would involve using a range of software packages (word/excel/powerpoint)</p>	
MAIN ACTIVITIES	
LIBRARY	
<ul style="list-style-type: none"> • Update and extract information from library systems and databases. • Provide excellent library services to meet students needs. • Provide general advice and guidance and assist staff and pupils in using library resources. • Organise reading schemes for classes. • Provide support for whole school literacy. • Assist with stock management. • Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc. 	
<p>Typical work could include:</p> <ul style="list-style-type: none"> • Helping pupils and staff to find information. • Supervising groups of pupils using the library at breaks and over lunch. • Helping to promote the library in an innovative and exciting way and discuss reading with pupils. • Organising activities for pupils in the library. • Organising author visits to school. • Helping to ensure that stock remains up to date and relevant. • Assisting departments with preparing resources and administrative tasks. • Provide administrative support, for example photocopying and filing. • Collect and record money e.g. for lost books, photocopying etc. • Support and assist with library technology including ICT and photocopiers • Demonstrate duties to other staff or pupils/work experience students 	

GENERAL ADMINISTRATION

- Provide general clerical and administrative support to Departments including word processing, minute taking, filing, routine correspondence.
- Provide support to Admin Office/Pupil/Pastoral Office as and when required.

GENERAL AREAS OF RESPONSIBILITY

- Read and follow the relevant school policies and procedures.
- Undertake relevant training to develop in the role.
- Ensure all duties and responsibilities undertaken in line with the school’s health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.
- To be aware of the confidential nature of issues.
- The duties may be varied by the Headteacher / Romero Catholic Academy Trust to meet changed circumstances in a manner compatible with the post held.

Additional: To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Prepared by:

Yasmin Desai

Date: 11/3/25

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Note: We will always consider your references before confirming a job offer in writing.