



DÓXA THEÓ CHRISTIAN SCHOOL

Administrator/Classroom Assistant – Job Description

As the job title suggests, this role combines two different roles to be completed by the same person. Practically, this means the chosen candidate will be working at the school on a full-time basis (35 hours per week). This time will be split between hours in the classroom and hours for administrative tasks in an office setting.

The responsibilities include but are not limited to:

- Aiding daily operations of the school in compliance with health and safety regulations as well as child safeguarding

Administrative tasks

- Purchasing of resources
- Record keeping
- Processing enrolments
- Financial record keeping and accounting
- Advertising and marketing (incl. social media, website editorial and creation of print materials)
- Secretarial work
- Reviewing policies in cooperation of the board of directors and teacher as and when required

Classroom Assistance

- Assistance in preparation of resources
- Supervision of pupils
- Execution of learning inputs or games as prepared by the teacher
- Assisting children with learning tasks
- Administering first-aid if required (once trained to do so)

The successful candidate will report to and be supervised by the designated line manager of the school board, or such other person as authorised by them and notified to you.

The Board reserves the right to require you to perform other duties from time to time and it is a condition of employment that you are prepared to do this.

Requirements

Our ideal candidate will appreciate a role with a diverse range of tasks. They will be organised, pay attention to detail, show their own initiative and enjoy working with children.

They also:

- Must be a devoted Christian
- Must have the right to work in the UK (post not eligible for VISA sponsorship)
- Must have sufficient understanding and use of the English language to communicate well with children, parents and other staff.

Preferred:

- Experience with Microsoft Office 365 (particularly Word & Excel)
- Experience with XERO

The successful candidate will be required to complete a successful PVG check for regulated work with children.