



### 3:6.3 Job Description for Office and Library Assistant

**Name:**

**Responsible to: Executive Administrator**

**Hours:** Minimum 10 hours per week, between 9.00am and 12 noon on a daily basis Monday to Friday as required, in Term time only or as otherwise arranged.

**Primary Objectives:**

- To assist the Executive Administrator in the effective day-to-day running of St. Michael's Church School
- To be an effective team member and contribute towards the objectives of the school

Schedule	Duties / activities	Measures
Daily	<ul style="list-style-type: none"> <li>• Assist Executive Administrator to ensure administrative service to SMCS</li> <li>• Compile, photocopy and distribute daily notices promptly</li> <li>• Record school absences and follow up pupil absences during school hours, keeping accurate records of absences and actions</li> <li>• Photocopy documents as requested</li> </ul>	100% compliance confirmed by Executive Administrator All paper in stock
Weekly	<ul style="list-style-type: none"> <li>• Complete filing for the office, following established filing procedures</li> <li>• Compile, photocopy and distribute ad hoc notices and newsletters promptly</li> <li>• Copy Standard documents as required</li> <li>• Ensure notice boards are updated</li> <li>• Update and maintain pupil database for Library activity</li> </ul>	100% compliance All paper in stock 100% compliance confirmed by Executive Administrator and stakeholders
Monthly	<ul style="list-style-type: none"> <li>• Kiwi Kwiz and general knowledge – compile, print and distribute</li> <li>• Administer Scholastic book orders</li> <li>• Compile and photocopy Songbooks as required</li> <li>• Compile and photocopy Diaries as required</li> <li>• Deliver service to PTFA as required in consultation with Executive Administrator</li> <li>• Assist TIC Library with any purchases of library books and materials</li> <li>• Catalogue new books and maintain the system</li> </ul>	100% service delivery All paper in stock All paper in stock 100% service delivery 100% service delivery
Termly	<ul style="list-style-type: none"> <li>• Merits and honors certificate – print certificates and maintain database and publish results</li> <li>• Key Competencies forms and Portfolio – print and compile</li> <li>• Administer order process for photographs as required, ensuring correct naming of photographs, and follow up if required</li> <li>• For Scholastic book fair week liaise with coordinator, set up book fair and compile book orders</li> </ul>	All paper in stock 100% service delivery 100% service delivery 100% service delivery