

J O B O P P O R T U N I T Y

Admin and Student Welfare Assistant

Educating to truth, goodness and beauty.

Terling Road, Dagenham
RM8 1JT
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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Admin and Student Welfare Assistant
Closing Date for Application	Thursday 22 nd January
Required For	2 nd March
Term	Fixed term to Permanent
Salary	Scale 4 Point 7
Responsible for:	To provide admin support to the School and Senior Leadership and student welfare support

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them. Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

Job Description

ADMIN AND STUDENT WELFARE ASSISTANT

To provide efficient administrative support to the school while promoting the welfare, wellbeing, and safety of students. The role combines front-office administration duties with student welfare support, ensuring a welcoming, organised, and safe school environment.

KEY RESPONSIBILITIES:

Administration Duties

- Provide front-desk reception services, welcoming visitors, parents, and students
- Manage incoming calls, emails, and correspondence professionally
- Maintain accurate student records, attendance data, and confidential files
- Support enrolment, admissions, and student data management processes
- Assist with scheduling meetings, appointments, and school events
- Process forms, reports, and general office documentation
- Support staff with administrative tasks as required
- Ensure compliance with data protection and school policies

Student Welfare and Wellbeing

- Provide first point-of-contact support for students requiring assistance during the school day
- Administer basic first aid and manage student medical needs in line with school policy
- Monitor student attendance and follow up on absences where required
- Support students with emotional or behavioural concerns and refer issues to appropriate staff
- Maintain records of incidents, injuries, and welfare concerns
- Support safeguarding procedures and report concerns in accordance with school policy
- Assist with student wellbeing initiatives and pastoral programs

Health, Safety, and Safeguarding

- Uphold safeguarding responsibilities and promote a safe learning environment
- Follow health and safety procedures at all times
- Maintain confidentiality and professional boundaries
- Support emergency procedures and evacuation processes

Skills and Experience

Essential:

- Previous experience in an administrative or school-based role
- Strong organisational and time-management skills
- Excellent communication and interpersonal skills
- Ability to handle sensitive information confidentially
- Basic first aid knowledge or willingness to obtain certification
- Proficient in Microsoft Office or equivalent systems

Desirable:

- Experience working in an educational setting
- Knowledge of student welfare or pastoral care
- Familiarity with school management systems (Bromcom)
- Safeguarding or child protection training

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

