

Role description

We have an exciting opportunity to join the clerical team at St Thomas of Aquin's where you will work closely with the Learning and Development Support team (LDS). The key objective of the role is to provide efficient and effective Admin support to the LDS team, working within the GIRFEC framework.

Key responsibilities

- Working closely with the LDS team, supporting their daily running from an admin perspective
- Liaising with parents/carers/external partners to schedule the meetings and welcoming them to school
- Organising, booking, and taking the minutes at the weekly Planning Meetings (YPPMs)
- Recording, filing and storing of confidential data/reports on a regular basis.
- Supporting the production of reports, and other materials, as directed by the LDS team
- Collating data and preparing agendas for meetings
- Being adaptable to changes, and flexing as needed

The Individual

- Significant clerical/administration/typing experience, including production of minutes and organising meetings
- Experience of working in a busy office environment using relevant technology and equipment e.g. photocopier, E-mail, Intra/Internet
- Highly organised with the ability to respond to conflicting and competing demands
- The ability to handle confidential data in a sensitive way, recording it accurately
- Experience of using a range of computer packages including Microsoft Office
- 4 SQA standard grades or equivalent (at level 3 or above, including English and Mathematics/Arithmetic)
- Ability to use initiative when required, and be adaptable to different ways of working
- Self-confident and self-motivated
- Effective communication skills: both oral and written
- Excellent interpersonal skills, with the ability to relate well to staff of all levels
- Strong customer care skills and focus
- Ability to work on own and as part of a team
- Ability to demonstrate a high standard of numeracy and literacy
- Willingness to accept direction/delegation when needed