

St Katherine's School



JOB APPLICATION PACK

Administrative Assistant – Pastoral Team



St. Katherine's
School

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ABOUT ST KATHERINE'S

St Katherine's is a dynamic, aspirational school situated on the edge of Bristol in a beautiful rural setting. The school aims to create an environment where students feel confident, secure and valued to help them perform at their best.

Our thriving, diverse community is founded on our core values of respect, responsibility and resilience; we actively encourage everyone within our community to 'live and breathe' our values every day. We have high standards of behaviour, built on the collaborative relationships fostered between staff and pupils. Our committed staff nurture young people through our strong pastoral care and our learners achieve highly, finding their way to a range of higher education and apprenticeship opportunities. We believe in treating young people as individuals and nurture their skills in the academic, creative, physical, emotional and practical domains.

Our ambition is for every student to be happy and to thrive at St Katherine's, ultimately fulfilling their potential regardless of their starting point. Each young person is valued for who they are and what they can become. We celebrate achievement in many forms and value students' positive contributions to school life. With smaller than average class sizes and targeted support from teachers who are passionate about learning, we keep a close eye on attainment and progress, and nurture effort, perseverance and self-improvement.



We were delighted to join Cathedral Schools Trust (CST) in January 2019 and this partnership is already having a very positive impact on our school. We are actively involved in the North Somerset Teaching Alliance (NSTA) and are privileged to offer first class Continuous Professional Learning (CPL) opportunities through the trust and NSTA links. Our staff place great value on their CPL and this remains a priority for the school each year as we focus on what makes the difference - the classroom. CST also has a

well developed Teaching School Alliance with a full suite of NPQ qualifications on offer along with a significant SLE presence across the Bristol area. The successful candidate may be asked to contribute to school improvement activities across the trust and region where appropriate.

Students, staff, parents/carers and governors are very proud of the school and its achievements. We were left disappointed in March 2018 with our Requires Improvement judgement from Ofsted and we continue to deliver on improvements across the school in line with our improvement plan. We deliver a high quality education for all our young people, focusing on the whole child with equal value being placed on outcomes and character. We have been oversubscribed for the last two years and are confident we are rapidly becoming a very good school. Further information is available on our school [website](#).



We are committed to delivering our Quality Improvement Plan and our two most recent strategic changes have been the introduction of our Houses in September 2018, along with improving our climate for learning through our Ready To Learn approach. This is an exciting time for the school and we are looking for applicants with a passion for young people to drive their success even further. In return, you can expect effective support and challenge from our strong leadership team along with a hardworking, talented and passionate staff body. Along with this, our dedicated governing body are fully committed to delivering the best opportunities for our confident, thoughtful, articulate and creative young people.



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Administrative Assistant – Pastoral Team

37 hours per week over 5 days, Term Time Only, plus 5 INSET

Permanent, required from September

Salary: £ 15135 - £16027 pa

We are seeking to appoint a dynamic and enthusiastic individual to work as part of our pastoral team providing administrative, clerical and pastoral support within the school.

The successful candidate will need to be:

- highly efficient and organised with a ‘can do’ problem solving attitude
- a team player with the ability to work effectively in a busy office environment
- in possession of excellent interpersonal skills with the ability to communicate in a calm and professional manner with staff, students and parents
- able to use a computer effectively to carry out the role

The successful candidate will also be required to undertake First Aid (appropriate training will be provided).

St Katherine’s is a vibrant, medium sized 11–19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative, supportive and friendly staff team, supported induction and excellent CPD opportunities throughout employment.

Further information about the school can be found on the school website

To apply please click on the link <https://www.tes.com/jobs/employer/-1001486> Please include in your supporting statement why you have chosen to apply for the post and how your skills, experience and knowledge make you a suitable candidate for the post. Please demonstrate clearly how you meet the requirements in the job description/person specification. You may also include any other relevant information.

St Katherine’s School is an equal opportunities employer in line with the 2010 Equality Act. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to the DBS Barred list and Enhanced Disclosure checks.

Closing Date: Midnight 10 August 2020

Interviews will take place over the course of that week.



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JOB DESCRIPTION

Post: Administrative Assistant – Pastoral

Grade: JG3

Responsible to: Assistant Headteacher and Designated Safeguarding Lead (DSL)

JOB PURPOSE

Working within the direction of the Assistant Headteacher (DSL) undertake a range of administrative and clerical duties to support the management of the school's pastoral team, including Heads of House, in an effective and positive manner.

MAIN RESPONSIBILITIES

- Provision of an efficient administrative service to the pastoral team within the school. This includes providing administrative support when required by undertaking routine clerical work e.g. typing, word processing and spreadsheet work, filing, shredding, photocopying etc.
- Support the Designated Safeguarding Lead and Heads of House with filing and keeping records up to date.
- Undertake routine office duties as determined by the line manager.
- Recording and reporting relevant data and management information. This includes collation and input of data, production of standard and bespoke reports, creation of new reports, collection and preparation of information in a suitable format for briefings / reports to go to SLT & Governors and maintaining data or information on student involvement in activities as determined by line Manager.
- As directed by the line manager attend meetings to take notes/record of the discussions at the meeting on behalf of and for the approval of the Chair of the meeting, for example with visiting professionals, outside agencies etc.
- Assist in the administration to organise school functions such as arranging visits from other professionals and agencies.
- Organise meetings for the Heads of House and DSL with parents/carers and/or others as appropriate.

- Organise the ordering, loan and sale of school uniforms including collection and handling of cash. Receipt all sales and reconcile with Finance.
- Sell planners and reconcile with Finance.
- Contribute to the pastoral support and care within the school.
- Organise students for tours of the school.
- Collect students from lessons as required.
- Issue equipment to support student learning.
- Email parents/carers as required and support the Heads of House with contacting parents/carers as appropriate
- Print daily detention list and display as appropriate.
- Draft standard responses to routine correspondence on behalf of Pastoral Team/Senior Leadership Team.
- Provide cover in the absence of the Attendance Coordinator.
- Support the Attendance Coordinator with processing students who arrive late to school and signing in/out sixth form students. In liaison with the Attendance Coordinator, make afternoon telephone calls to parents of absent students.
- Assist with the supervision of students on trips, visits or out of school activities as required.
- Provide first aid for students and staff as required.
 - maintain records of first aid support given to staff and students.
 - phone parents to advise if students have required First Aid as appropriate
 - make courtesy calls to the parents of students sent home following a First Aid incident.
 - check and replenish First Aid boxes around the school site
 - check First Aid bags for trips and visits
- Take an active role in supporting and developing a culture of team working for the benefit of students. Participate in staff meetings and contribute to the development of policies and procedures for your own continuing professional development.

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for your own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of the St Katherine’s School.

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

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Pastoral Administrator Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
FORMAL QUALIFICATIONS	Maths & English at Level 2 NVQ, or equivalent, to demonstrate the capacity to assimilate knowledge and manage complex processes.	ICT Qualification equivalent to at least Level 2
WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING	<p>Experience working in an office environment including dealing with the public and managing office routines and delivering a support service.</p> <p>Strong organisational skills to prioritise work and meet deadlines</p> <p>Data entry and manipulation</p>	Previous experience as an administrator in a similar role or part of a role in another school or educational establishment

	<p>Experience of supporting students in a school setting</p> <p>First Aid at Work (willingness to undertake)</p>	
OTHER RELEVANT EXPERIENCE		Experience of working with young people in either a paid or voluntary capacity
SPECIALIST KNOWLEDGE	Clear understanding of safeguarding protocols and thresholds	
JOB RELATED SKILLS	<p>Efficient office and administrative skills</p> <p>Well developed IT skills including a good working knowledge and experience of using spreadsheets</p> <p>Good customer care skills</p>	
PERSONAL SKILLS	<p>Ability to work in a way that promotes the safety and wellbeing of children and young people.</p> <p>Ability to work within a team</p> <p>Good interpersonal skills</p> <p>Excellent Time Management and multi-tasking skills</p> <p>An ability to work under pressure often to tight deadlines</p> <p>Accuracy and attention to detail</p>	
SPECIAL WORKING CONDITIONS	<p>A high level of tact and confidentiality</p> <p>Enhanced DBS/Barred list clearance</p>	

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ABOUT CST

INTRODUCTIONS

Cathedral Schools Trust was established in February 2016 to include Bristol Cathedral Choir School (an academy since 2008) and Cathedral Primary School (a free school that opened in 2013). Headley Park Primary School and



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Victoria Park Primary School, joined the trust in August 2017 and St Katherine’s School joined in January 2019. Stoke Park Primary School joined the Trust in June 2019 and Trinity Academy is our brand new secondary school which opened in September 2019 with year 7 only. Trinity will grow year on year and will move from temporary accommodation into a state of the art new school building in September 2021, eventually setting up a sixth form centre too. A brief overview of the schools currently in CST is shown below. We expect the trust to grow locally and modestly over coming years.

SCHOOL	PHASE	TYPE	NO. ON ROLL	LOCATION
Bristol Cathedral Choir School	Secondary	Academy (C of E designation)	1087 currently rising to 1150 by 2021	College Square, Bristol BS1 5TS
Cathedral Primary School	Primary	Free school (Christian ethos)	363 currently rising to 420 by 2020	College Square, Bristol BS1 5TS
Victoria Park Primary School	Primary	Academy	420	14 Atlas Rd, Bristol BS3 4QS
Headley Park Primary School	Primary	Academy	420	Headley Lane, Headley Park, Bristol BS13 7QB
St Katherine’s School	Secondary	Academy	890	Pill Road, Pill, Bristol, BS20 0HU
Stoke Park Primary School	Primary	Academy	200	Romney Avenue, Lockleaze, Bristol BS7 9BY
Trinity Academy	Secondary	Academy	120 (Yr 7 only) rising to 780 by 2023	Brangwyn Grove, Lockleaze, Bristol BS7 9BY

VISION

The vision for the trust has evolved over time and is based upon the following guiding principles:

- Made up of a broad and diverse range of schools to include primary and secondary and culturally and socio-economically diverse schools, to become a mixed MAT.
- Working towards a critical mass of approximately 5-10,000 children within a local catchment area of greater Bristol.



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- Ensuring that in the first instance, we grow through strong partnerships, generating high aspirations for all pupils, especially the disadvantaged, and building on the existing success of the founding schools and the Teaching School Alliance.
- Allowing each school appropriate earned autonomy and individuality, with high levels of trust and collaboration between schools. Understanding the drivers which led us to develop the trust and ensuring that other schools retain their identity but are committed to meaningful collaboration and using the trust to create new opportunities for both children and staff.
- Ensuring staff and children fulfil their potential and all are valued and nurtured.
- Delivering a commitment to creative, aspirant, innovative thought and action, rooted in evidence and action research.

Within the trust, our expectation is for all schools to be committed to:

People: strong and trusting relationships.

As a trust we want to ensure that staff at all levels are supported to improve through focused professional development opportunities and appropriate coaching and mentoring. We aspire to treat each other with respect and professionalism being positive but challenging, taking time to ensure that all staff and children feel valued.

Music and the arts

All of our schools will ensure that the curriculum is broad, balanced and appropriate to the community we serve. Curriculum design is the responsibility of individual schools though we are committed to collaboration. Music will be important within all of our schools giving all children the opportunity to sing and play. We will all committed to providing the best co-curricular opportunities for our children.

Collaboration

We are committed to the dissemination of best practice and high levels of support and accountability for all staff. We understand that we are better together and aim to give and receive support from within the trust and further afield. We want to forge wider partnerships in the best interests of children and staff co-creating alignment where it is sensible to do so.

Diversity

We recognise the strength in diversity and are determined to learn from each other. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world.

Our expectation is for every pupil to have:

- An excellent and inspiring experience.
- An education celebrating a wide range of world views and interpretations.
- Access to enrichment opportunities, in particular around music.

In turn our expectation is for staff to be:

- Recognised and valued.
- Provided with opportunities for learning, career development and opportunities for progression across the trust and the wider education system.
- Listened to with good communication across all levels of the organisation.
- Encouraged to try new ideas and to innovate.

VALUES

We are a values-driven organisation and expect all staff to aspire to our core beliefs. You can find out about the Trust by visiting www.cathedralschoolstrust.org



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