



St. Katherine's
School

Administrative Officer to the Strategic Leadership Team

JG5 £19994 - £22642 pa

Permanent position

Full-time – 37 hours per week. Term time plus 2 weeks.

Due to the nature of the role some flexibility in working times will be required to attend meetings/events outside normal working hours.

We are looking for an enthusiastic and professional team player to work with the Headteacher's PA, to provide comprehensive and confidential administrative support to our Strategic Leadership Team (Deputy and Assistant Headteachers) and act as Clerk to the Governors (relevant training and support provided).

Duties will include the full range of secretarial and administrative duties, supporting the organisation of school events, trips and visits, the production of communication materials, dealing with enquiries, and liaising with external bodies, parents/carers and the community as appropriate.

As Clerk to the Governors you will be required to organise, attend and minute meetings (approx. 6 per year), ensuring that information is disseminated promptly and actions taken.

The post holder will also be required to assist in the main school reception and other administration teams when required.

The successful candidate must:

- have well developed administrative and organisational skills to ensure all important activities are completed within tight timescales and with accuracy.
- have a high level of competence using IT (Microsoft and Google Apps)
- have a positive approach to work
- have excellent customer service skills
- process and analyse data efficiently
- be a confident communicator with strong interpersonal skills
- be friendly, approachable and enjoy building and maintaining successful, professional relationships with students, parents, governors and staff

RESPECT | RESILIENCE | RESPONSIBILITY

- be able to work professionally with confidential data and work independently using initiative.

Previous experience in a similar office role is desirable but not essential as long as you are able to demonstrate that you meet the above requirements and that you are highly organised.

St Katherine's School is part of **Cathedral Schools Trust**. 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. The school aims to create an environment where students feel confident, secure and valued to help them perform at their best.

This is an exciting time for the school and we are looking for applicants with a passion for young people. In return, you can expect effective support and challenge from our strong leadership team along with a hardworking, talented and passionate staff body. We are committed to professional development with opportunities both within the school and across the Cathedral Schools Trust. If you would like to find out more about the school please visit the school [website](#)

Please read the job description and person specification for the role. If you possess the necessary experience, knowledge, qualifications and skills and aspire to our vision and values, we would like to hear from you

St Katherine's School is an equal opportunities employer in line with the 2010 Equality Act. 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. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Closing Date: Midnight 18 November 2021

Interviews will be held during w/c 22 November 2021



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JOB DESCRIPTION

- Job Title:** Administrative Officer to Strategic Leadership Team
- Grade:** JG5
- Hours:** 37 per week, Term time only (plus Inset days and 10 days across the year/during school holidays to meet the needs of the school)
- Reports to:** Headteacher's PA/Office Manager

1. JOB PURPOSE

To provide comprehensive and confidential administrative and secretarial support to the Strategic Leadership Team and act as Clerk to the Governors.

Duties will include the full range of secretarial and administrative duties, supporting the organisation of school events, trips and visits, the production of communication materials, dealing with enquiries, and liaising with external bodies, parents/carers and the community as appropriate.

To provide effective administrative support to the governing body.

2. MAIN RESPONSIBILITIES

Administrative duties

- Provide efficient and effective administrative and secretarial support to members of the leadership team including:
 - Making telephone calls
 - Producing draft letters
 - Receiving visitors on behalf of the senior team
 - Creating and maintaining spreadsheets and systems of work
 - Producing draft reports and data
 - Organising appointments/meetings, preparing agendas and resources
 - Attending meetings and taking minutes
 - Undertake projects and research work as required
- Ensure the smooth running of the office and contribute to the planning, development and organisation of the support service systems, procedures and policies
- Assist the Heads PA to manage the whole school email account, ensuring messages are forwarded appropriately or responded to where necessary.
- Support the HT PA with the administration of the school website.

- Ensure that letters and communications with parents, carers and other stakeholders are professional, accurate and meet the standards and expectations of the school/Trust. Use Parentpay to cascade information to parents/carers as required.
- Supervise the day to day work of the reception/admin team and provide additional support when required. Ensure effective procedures relating to safeguarding are adhered to.
- Working with the SLT Lead and Heads PA/Educational Visits Coordinator, support the administration and coordination of school trips and visits.
- Assist the Headteacher's PA with the planning and coordination of whole school events, open days and evenings, school photographer, student immunisation programmes etc.
- To act as a First Aider and provide first aid to students, staff and visitors (appropriate training will be provided)
- Enter and retrieve student information from the school SIMs data management system and Classcharts and generate tailored reports as required.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated.
- Working with the SLT Lead, support the organisation and monitoring of COVID-19 testing arrangements for students and staff.
- Daily operational responsibility for mini bus bookings
- Monitoring spending on postage and liaise with the finance team to ensure funds are always available on the franking machine.
- Provide support to the Headteacher in the absence of the Headteacher's PA.

Clerk to Governors

Provide effective administrative support to the governing body:

- Respond to a range of enquiries both written and verbal, either directly or in more complex cases refer to the Chair.
- Prepare draft documents, letters and maintain spreadsheets and databases (e.g. governor's records) to ensure information is kept up to date.
- Ensure secure handling of confidential data and information to comply with CST policy and relevant data law and procedures.
- Organise and coordinate the information flow.
- Liaise with Chair, Headteacher and other members of the governing body to agree a calendar of dates for governing body meetings and prepare an agenda for each meeting.
- Keep agenda tracking and policy tracking spreadsheets up to date.
- Make notes at governing body meetings for the preparation of minutes and, under the direction of the chair, ensure that all decisions are recorded accurately and objectively, including timescales for actions.
- Under the direction of the Chair collate and disseminate information prior to meetings.
- Maintain a filing system to log and record all incoming and outgoing information.
- Attend appropriate training and CST meetings to keep personal knowledge and skills up to date.
- Update and maintain a database of Governor's information, to include category of governors' and terms of office.

3. GENERIC ITEMS

To undertake any other duties commensurate with the grade of the post not mentioned in the above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be

accountable to the Heads PA/ Office Manager and will work closely with members of the Strategic Leadership Team and the Chair of Governors.

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.

Employees are expected to be courteous to colleagues and provide a warm and welcoming environment to visitors and telephone callers.

Much of the work undertaken is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that they may, on occasions, be exposed to information that they may find upsetting.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To actively promote the school's/Trust's policies.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Comply with the school's Safeguarding policy and procedures and staff code of conduct

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.

October 2021

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PERSON SPECIFICATION

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>A good standard of general education, normally evidenced by 5 GCSEs (A-C) including English and Maths to demonstrate the capacity to assimilate knowledge and manage complex processes</p> <p>NVQ level 3 in relevant subject or equivalent level of knowledge gained through experience</p> <p>Nationally recognised First Aid qualification/willingness to undertake</p>	<p>First Aid at Work certificate</p> <p>NVQ level 3 in Business Administration</p>

	qualification.	
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	<p>Experience of working in an office environment including dealing with the public.</p> <p>Knowledge of office routines and delivering support service services</p> <p>Strong organisational skills to prioritise work and meet deadlines.</p> <p>Ability to create, implement and improve administrative systems</p>	<p>Previous experience in a similar role</p> <p>Experience of working with SIMs or a similar data management system</p> <p>Ability to analyse data and present summary information in a clear and concise format</p>
JOB RELATED SKILLS	<p>Efficient office and secretarial skills.</p> <p>Experience of producing minutes/note taking</p> <p>High level of competence in the use of Microsoft Office applications e.g. Word, PowerPoint, Excel and Google Apps</p> <p>Good customer care skills</p> <p>Knowledge of Data Protection/GDPR requirement</p> <p>Effective written and verbal skills and the ability to convey information to a wide variety of audiences</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>Ability to work under pressure to tight deadlines</p> <p>Accuracy and attention to detail</p> <p>A high level of tact and confidentiality is necessary</p>	
OTHER	Satisfactory enhanced DBS disclosure certificate and employment checks	

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