



St. Katherine's
School

Administrative Assistant

37 hours per week over 5 days, Term Time (including 5 INSET)

Permanent, required from January 2022

Salary: £ 15552 - £16469 pa

We are seeking to appoint an enthusiastic individual to work as part of our pastoral and general administrative team to provide administrative and clerical 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
- an excellent communicator with strong interpersonal skills and a calm and professional manner
- competent and confident using IT (Microsoft and Google Apps)

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

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

RESPECT | RESILIENCE | RESPONSIBILITY

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.

To apply for this role please go to:

https://ce0465li.webitrent.com/ce0465li_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID=5894922PqN&WVID=4534950bp4&LANG=USA

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 28 November 2021

Interviews will take place w/c 29 November 2021



St. Katherine's
School

Job Description

Post: Administrative Assistant (Pastoral and Whole School)

Grade: JG3

Responsible to: SLT Administrator

JOB PURPOSE

Working within an administrative team under the direction of the SLT administrator undertaking a range of clerical duties to support the management of the pastoral team, including Heads of House, in an effective and positive manner.

Provide support to the general administrative team as required.

Provide administrative support for instrumental lessons/Trailblazer scheme.

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.

RESPECT | RESILIENCE | RESPONSIBILITY

- 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
- Admin support for both instrumental lessons and the trailblazers scheme
 - maintaining up to date records of who is having lessons

- helping to manage timetabling and rooming
 - dealing with queries from parents (where appropriate)
 - follow up outstanding payments/non-attendance via phone call and emails
 - auditing instruments
 - checking insurance forms are returned for trailblazer students
 - helping with getting messages to students
 - dealing with the next term bookings
 - liaising with peri teachers and trailblazer teachers
- 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 their 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 their 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.

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Administrative Assistant (Pastoral and Whole School)		
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	Experience working in an office environment including dealing	Previous experience as an administrator in a similar role or

ASSOCIATED VOCATIONAL TRAINING	<p>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> <p>First Aid at Work (willingness to undertake)</p>	<p>part of a role in another school or educational establishment</p> <p>Experience of supporting students in a school setting</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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