

Job Description

Role:	Administrator	Salary Range:	2	Notice Period:	One Month
Line Manager:	Head of VI / SENCo	Head of Faculty:	Business Manager		

Role Purpose

The Administrator, in partnership with the Business Services Team is responsible for the general operational administration on behalf of the school. This position will work with the Business Manager as well as other members of the Leadership Group and support staff support staff Heads of Departments to provide administration support throughout the school.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Duties & Responsibilities

Provide comprehensive, specific and responsive administrative support throughout the whole school, working with SENCO Department and Emmanuel Centre, Heads of Faculties and Heads of Departments as required.

Main responsibilities

- To provide comprehensive administration/secretarial support to the Emmanuel Centre.
- Responsible for maintaining up to date records.
- To provide administration support for Emmanuel Centre and their meetings as required.
- Liaise with managers and senior support staff as necessary
- Arrange internal appointments and meetings.
- Produce high quality documentation to promote the work of the support staff using appropriate Microsoft software.
- Open post daily and distribute accordingly, ensuring matters of priority are brought to the Head of Emmanuel Centre attention, produce responses to routine correspondence.
- Type general correspondence and reports as necessary.

- Ensure incoming telephone calls are answered swiftly and that messages are relayed accurately and in a timely fashion.
- Photocopy, file, record and archive as necessary.
- Archive and confidentially dispose of documents adhering to relevant time limits.
- Book meeting rooms as necessary for visits.
- Meeting and greeting visitors and fielding requests to the relevant team member in an efficient and timely manner.
- To be responsible for maintaining the confidentiality at all times.
- Organise meetings, coordinating the diaries of support staff and providing administration as required.
- Service meetings as requested and to ensure follow up actions are completed. Including producing notes of meetings, setting up meetings, preparing agendas.
- Work effectively with external agencies ensuring they receive paperwork in a timely fashion.

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

General

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:** **Date:**