



Cathedral Schools Trust

Administrator

Pay spine points 13 -17 (£16,605 - £18,093 pro rata)

37.5hpw. Term Time only (0.8077FTE)
(hours to be negotiated, part time considered)

Actual salary £13,411.86 - £14,613.72

This post is a temporary appointment for one year in the first instance.

Required as soon as possible

Post	Cathedral Schools Trust - Administrator
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Required as soon as possible, we are looking for a bright and highly organised administrator to play a key role in working with the operations team of the Multi-academy Trust. The Trust is growing and developing significantly; the post holder will be crucial in providing organisational and logistical support.

They will support a variety of operations across the Trust, assisting in the day to day running of the Trust office, based currently on Park Street, Bristol. In addition there will be a requirement to support the wider administration of the Trust, at key points in the year, as directed.

This is an exciting opportunity to join a successful, growing Trust, offering a varied but challenging role, requiring calm efficiency, an eye for detail and good humour, and the ability to build strong and positive relationships with all schools in the Trust. The ideal candidate will be confident to take the initiative and contribute ideas to the development of the operations of the Trust.

Closing Date: Monday 16th October 2017

Interviews: Thursday 26th October 2017

Cathedral Schools Trust

Post:	Administrator
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Responsible to:	Trust Operations Manager
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Core Purpose:	As a Team member, to provide efficient, timely administrative and clerical support to Cathedral Schools Trust
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Specific Responsibilities:

The tasks required will be many and varied but are likely to include the following:

- To make and receive telephone calls and emails, take messages and make various communications with staff, Trustees and outside agencies as necessary in a professional, friendly and efficient manner.
- To set up meetings and meet and greet visitors.
- To attend and support operational meetings and take minutes thereof.
- To undertake any administration tasks as directed by the Operations Manager. Typically to include: writing, typing up and issuing of letters, emails and documents; preparing high level reports and policies; ensuring that important information is issued; collating reports; photocopying.
- To manage the Trust Google diary and support the Executive Principal.
- To assist in Recruitment and HR.
- To assist the Admissions team, including with open events.
- To assist the Finance Director in administration tasks as required.
- To help plan and execute events which promote and celebrate the Trust and their schools.
- To uphold and promote the ethos of the Trust at all times.
- In addition there will be a requirement to support the wider administration of the Trust at key points in the year.

Other such duties as shall be required by the Executive Principal in accordance with responsibility

Decision making:

The post holder will primarily be operating within agreed limits and parameters. Decision making will occur in liaison with the Operations Manager and will be concerning matters such as day to day operations, although the ability to suggest improvements and implement initiatives is most welcome. Reference should be made to the Operations Manager on substantial matters.

Working Environment:

The Trust Office is in a serviced Business centre, whilst building work on the site of Bristol Cathedral Choir School is completed. Work is mainly in an office environment with frequent use of IT and telephone land lines. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively, ensuring no deadline is missed.

There will also be regular and frequent face to face contact with Trustees, staff and members of the public. Other duties will require the post-holder to attend meetings, Open Evenings and other such events, which may take place in school site buildings.

Contacts & Relationships:

The post holder will have contact with staff, trustees, outside organisations and frequent visitors. The post holder will be required to establish constructive working relationships with all. Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by the Executive Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the Trust.

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Administrator	Salary: £13,411.86 - £14,613.72

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Accuracy, attention to detail and ability to maintain both through interruptions and queries	Application form/interview
1.2	Must be able to follow instructions and organize tasks whilst working accurately, under pressure, and often to strict deadlines. Must be able to prioritise own work to meet deadlines.	Application form/interview
1.3	Must be able to communicate effectively, especially face to face and over the telephone.	Application form/interview
1.4	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues and professional contacts.	Application form/interview
1.5	Organizational and general administrative skills, e.g. recording, filing.	Application form/interview
1.6	Comfortable with use of IT as an integral and essential tool	Application form/interview
	Desirable	
1.7	Potential to expand and develop and take on additional responsibilities.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
2.1	Essential Should have excellent general office skills.	Application form, interview
2.2	Sound literacy, numeracy & accuracy and must be IT proficient	Application form, interview.

3. Experience

No	Description	Method of Assessment
3.1	Essential General office experience aptitude to meet the needs of the post.	Application form/interview
3.2	Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.	Application form/interview
3.3	Should have experience in use of ICT.	Application form
3.4	Desirable Experience of work in an office.	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential Commitment to excellence and desire for continual improvement.	Interview
4.2	A knowledge and interest in the education environment.	Interview