



## ST. MARY'S CATHOLIC HIGH SCHOOL

### Role Profile

<b>Job Title:</b>	<b>Administrator – Senior Leadership &amp; Governance</b>
<b>Department:</b>	<b>Administration</b>
<b>Grade Range:</b>	<b>Grade 5 – Scp 13-15</b>
<b>Hours:</b>	<b>Term Time (36 hours per week) plus 10 days</b>
<b>Location:</b>	<b>St. Mary's Catholic High School</b>
<b>Reports to:</b>	<b>PA to Headteacher</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Role Purpose and Role Dimensions:</b>	<b>Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services</b>
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• Parents/Carers</li><li>• Various External Agencies</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Students</li><li>• Senior leadership Team</li><li>• Staff</li><li>• Governors</li></ul>

**Key Accountabilities and  
Result Areas:  
Organisation**

**Key Elements:**

**This will involve:**

- Deal with complex reception/visitor etc. matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.

**Administration**

**This will involve:**

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support in preparation for Governing Body meetings.
- Undertake administration of complex procedures.
- Provide cover for Reception area as agreed with line manager
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Prepare minutes and agendas for meetings as required
- Monitor and distribute emails for the Headteacher email accounts
- Involvement with organisation of meetings as required such as HT breakfast, open evenings and events
- Preparation and maintenance of Staff Handbook
- Preparation and distribution of weekly staff bulletin
- To log, prepare and distribute all policies for renewal in line with the published schedule.
- To carry out duties commensurate with the post as may be required by the PA to the Headteacher or the Headteacher from time to time.

**Resources**

**This will involve:**

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with marketing and promotion of the school

## **Key Accountabilities and Result Areas:**

### **Responsibilities**

## **Key Elements:**

### **This will involve:**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Green Statement**

### **This will involve:**

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### **Equalities**

### **This will involve:**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**To contribute as an effective and collaborative member of the School Team**

**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Job Title:

**Administrator - Senior Leadership & Governance**

### Essential knowledge:

- NVQ Level 3 or equivalent qualification or experience in relevant discipline
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

### Essential skills and abilities:

- Very good numeracy/ literacy skills
- Effective use of ICT and other specialist equipment/ resources
- Very good ICT skills including Excel
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities

### Essential experience:

- Several years' experience working in an office environment.
- Knowledge of SIMS

### Special conditions:

- Enhanced DBS check