



Salvatorian
College

CANDIDATE INFORMATION PACK

Administration Manager



FROM THE HEAD OF SCHOOL

Dear prospective candidate,

I am delighted that you have taken an interest in a vacancy at Salvatorian College. This pack is designed to brief you on the opportunities as well as the expectations that come with working as part of a team which is totally focussed on providing the very best education to the pupils in our care.

The College has a long and proud history: founded in 1926 by the Society of the Divine Saviour, a Roman Catholic religious order, the school has evolved over the years to meet the changing needs of pupils, the local, and the national educational context. Salvatorian College remains at the heart of the local community.

Teachers and leaders at Salvatorian College are committed to a carefully structured and enriching curriculum intended to empower pupils to develop the knowledge and skills they need to become effective leaders of good influence.

In addition to academic learning, we foster the spiritual growth of the pupils in our care. They develop a sense of their own worth as unique human beings and are provided with a wide range of opportunities to develop their gifts and talents.

Staff build quality relationships with pupils within the context of firm boundaries. Effective systems of behaviour management and leadership support free up staff to focus on delivering quality of education. The learning environment is calm, respectful, and conducive to learning.

Staff at Salvatorian College are highly valued. In return for your outstanding contribution to our community, we can promise you rapid career development opportunities, a wide-ranging CPD programme, extensive opportunities to earn additional income, non-salary benefit schemes, and concessions to work life balance including work-from-home days and lower than average timetabled teaching hours.

I encourage you to read through our website, review our history of examination success, and take a look at our YouTube and other social media channels, to get a feel for school life. You are most welcome to visit us – whether you have decided to make an application or not – I would encourage you to do so. We hope that you discover a community whose values you share, and that you make an application with the same excitement with which it will be received.



With my best wishes,

A handwritten signature in black ink that reads "Alan Bryant". The signature is written in a cursive, slightly stylized font.

Alan Bryant
Head of School



OUR HISTORY



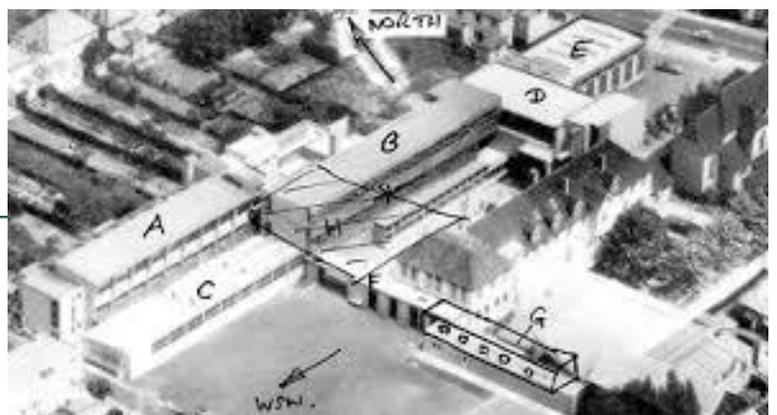
An English province of the Salvatorian Order was founded in 1901, having purchased a large house in Wealdstone, in what was then rural Middlesex. The Order opened a small private school in September 1926 prompted by the wishes of the local Catholic community. An initial group of thirteen boys entered the school.

By the late 1940s, it became clear that the school was outgrowing its original accommodation which was provided in a series of extensions to the Salvatorian Community House. The decision was taken to construct a purpose-built facility for the growing student population.



By the late 1950s the school was again expanding, and the new extensions were opened by the Rt. Rev. David Cashman, Bishop of Caetano in 1961. At this time the school became a Voluntary Aided Grammar School.

In 1979, the sixth form was closed and the College became a comprehensive school for boys aged 11 to 16. The first lay headmaster was appointed in 1981.





In 2012, the College became an Academy, and plans were announced for the complete rebuilding of the campus under the Department for Education's Priority Schools Building Programme.

The school underwent a complete rebuild between 2017 and 2021, and was opened by Bishop John Sherrington in October 2021.



JOB DESCRIPTION

The Administration Team is the beating heart of Salvatorian College. It provides administrative support, student services, financial administration, data management, internal and external communications and many other support services which ensure the smooth running of the school.

The Administration Team is based in the school's main office which also acts as the reception for visitors. Staff work closely together as a team in a fast-paced and busy environment. Our ethos is very much 'all hands on deck' and we all support each other to ensure matters are dealt with efficiently.

We are seeking to appointment a competent and effective Administration Manager who will also act as PA to the Headteacher and Clerk (Governance Professional) to the Governing Board.

This role would suit an experienced school administrator or alternatively someone with transferrable skills, keen to apply them to an educational context.

The Role

Job title: Administration Manager

Contract: Permanent, 36 hours per week, term time plus additional weeks subject to negotiation

Salary: NJC Scale H9 points 29-32 for support staff in Outer London (£38-£41k FTE)

Reporting to: School Business Manager

Key Responsibilities

General Duties: to act with integrity and professionalism as part of Salvatorian College's staff by:

- Supporting the aims and ethos of the school
- Acting professionally and in the interests of the school at all times
- Complying with safeguarding procedures and reporting any concerns without delay
- Displaying the utmost confidentiality and respect for pupil and staff records
- Working collaboratively with colleagues
- Upholding the Seven Principles of Public Life
- Seeking efficiencies and improvements in processes
- Reporting any concerns to the relevant authority under the school's Whistleblowing Policy

'Face of the School': to provide a professional and warm welcome to those visiting and contacting the school by:

- Alongside the others working the reception office, being the point of contact for visitors at the reception desk and those telephoning the switchboard
- Dealing swiftly with parent and visitor enquiries and requests
- Ensuring the reception area is kept presentable and that literature is restocked
- Ensuring sign-in and vetting procedures are followed for visitors and contractors coming onto school premises
- Ensuring catering and refreshments for visitors and staff is provided to a high standard

Administrative management: to support all staff through efficient administration of day-to-day school processes by:

- Ensuring the smooth running of the administration office in supporting the operation of the school
- Supervision of office staff with regards to their administrative function
- Monitoring the main school inbox, forwarding and replying to emails appropriately
- Typing, editing, proof-reading, and sending communications to parents
- Taking and circulating minutes of meetings as required
- Coordinating the organisation of events, in collaboration with other staff, such as parents' evenings and INSET days
- Providing such administrative support as may be required by staff from time to time

Human resources: to manage the school's HR function to ensure compliance with safeguarding and other regulations by:

- Developing a deep understanding of safeguarding legislation and statutory guidance in relation to recruitment and HR
- Keeping the school's Single Central Record up to date
- Keeping HR files up to date and filing any documentation relating to employees
- Ensuring those involved in the induction process for new staff have completed the required tasks according to the induction checklist
- Undertaking all the safer recruitment checks for new staff, including DBS, background checks, reference requests, right to work and identification checks
- Ensuring compliance with the Asylum and Immigration Act
- Working with the School Business Manager to ensure offer and appointment letters are issued and copies included in HR files
- Monitor probationary periods and ensure review meetings are properly conducted by line managers
- Overseeing implementation of the school's Absence Management Policy and procedures
- Ensuring absences are properly recorded and that return to work interviews are undertaken
- Identifying absence concerns and reporting them to the Head of School
- Ensuring the offboarding process is completed for any staff leaving the school in accordance with expectations and procedures

PA to the Head of School & Executive Headteacher: to provide an efficient and supportive Personal Assistant service by:

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- Maintaining the Head of School and Executive Headteacher diaries and ensuring they are aware of their schedules, including liaising with PAs in other partner schools
- Ensuring any documents relating to meetings are provided in advance
- Taking minutes for meetings when required

This Job Description is non-contractual which means that the Headteacher may require variations in line with the changing needs of the school within the competence of the post holder.

Governance Professional: to support the work of the governing board by:

- Keeping to the cycle of trust board and committee meetings and preparing agendas in consultation with board and committee chairs

- Taking minutes of board and committee meetings (and ad-hoc committees where necessary eg. Academy Trust Discipline Committee)
- Ensuring meetings comply with the trust's articles of association and the Academies Handbook
- Providing advice where appropriate on the application of policies, procedures and relevant legislation / guidance across the trust
- Maintaining appropriate records of board and committee membership, along with any terms of reference
- Updating the policy register
- Maintaining GovernorHub, the trust's online governance portal and document sharing system
- Ensuring new governors follow the induction procedure
- Supporting with the recruitment of ad-hoc committees where necessary (eg. Academy Trust Discipline Committee)
- Taking minutes for meetings when required



PERSON SPECIFICATION

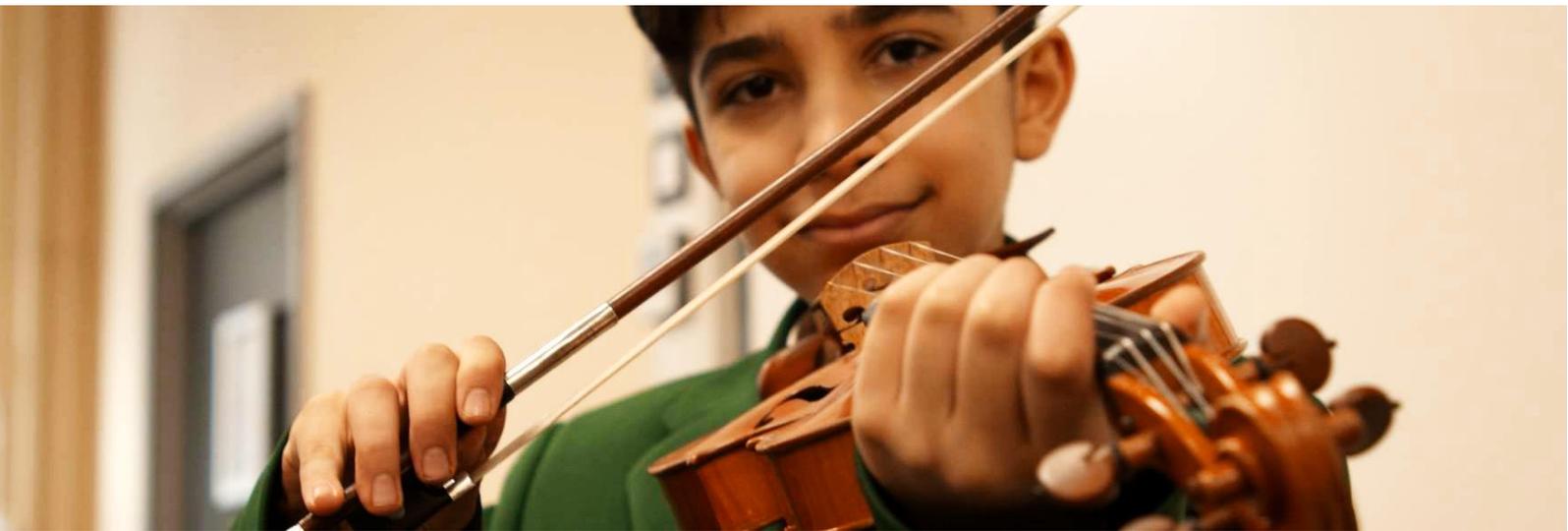
CRITERIA	ESSENTIAL	DESIRABLE
1 GCSE or equivalent in English & Mathematics	✓	
2 Evidence of further education such as A-levels, vocational qualifications, or a degree		✓
3 High standard of oral and written communication	✓	
4 First aid training (or willingness to complete it)		✓
5 Experience in general administration	✓	
6 Experience working with children and young people		✓
7 Experience working as part of a team	✓	
8 Experience of using pupil information management systems such as SIMS		✓
9 Experience managing and manipulating data to support organisational priorities		✓
10 Ability to plan, organise and prioritise to meet deadlines	✓	
11 Ability to use own initiative and take action accordingly	✓	
12 Excellent attention to detail	✓	
13 Ability to use IT packages confidently including word processing, spreadsheets and presentation software	✓	
14 Ability to build effective working relationships with colleagues	✓	
15 Understanding of data protection and confidentiality	✓	
16 Understanding of safeguarding	✓	
17 Flexible attitude towards work and willingness to go 'above and beyond'	✓	
18 Ability to work under pressure	✓	
19 Commitment to supporting the ethos and values of the school	✓	



BENEFITS

We offer generous remuneration commensurate with the experience of the successful candidate. In addition, we offer the following:

- Access to Local Government Pension Scheme
- Cycle to work scheme
- Complimentary Friday breakfast
- Staff fitness classes
- Additional pay available for lunchtime and morning duties
- Occasional work-from-home days
- Employee Assistance Programme



WHAT OUR STAFF SAY

What do you like about working at Salvatorian College?

- "Collegiality and centralised behaviour systems. Calm and well-resourced environment."
- "The students are good and behave well. They are thoughtful."
- "Friendly staff - Effective and clear systems/procedures - Strong teaching resources - New and spacious classrooms"
- "Sense of community support from Head of School and other members of the Senior Management Team"
- "Very friendly and understanding management and supportive team."
- "Excellent leadership, discipline, instilling humanity and Catholic values, good relationship with the community and feeder schools, cares about staff and their well-being."
- "Clear expectation and policies. Promoting the common good. Creating a caring community among students."
- "Motivated staff completing statutory duties and offering wide enrichment programme. Good sets of Progress 8, Attainment 8 results."
- "My contribution and ideas are taken seriously."
- "Consistent effort from everyone in the school. Strong communication around individual students. Effective behavioural strategies. Lots of Senior Management Team visibility. Good lesson resources. Consistent, flexible, and well-planned CPD."

APPLICATION PROCESS

To apply, please complete the application form on the TES Jobs website, ensuring that your referees include your current or most recent employer: <https://www.tes.com/jobs/employer/salvatorian-college-1065202>

If you have any questions regarding the role, or to arrange a visit to the school, please contact:

TELEPHONE

(+44)20 8863 2706

EMAIL

recruitment@salvatorian.harrow.sch.uk

The School of First Choice
salvatoriancollege.com

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