



# STAFF VACANCY

## COLLEGE ADMINISTRATOR

TO COMMENCE AS SOON AS POSSIBLE



### Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



**Holy Cross College**  
*Catholic Sixth Form College  
and University Centre*

Manchester Road, Bury, BL9 9BB

Tel 0161 762 4522

Fax 0161 762 4507

Website: [www.holycross.ac.uk](http://www.holycross.ac.uk)

Email [hr@holycross.ac.uk](mailto:hr@holycross.ac.uk)

**Principal** Ms C Vitti

January 2025

Dear Applicant,

Thank you for your interest in the post of College Administrator at Holy Cross College, Bury.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" for others, including Behaviour & Attitudes, Personal Development and provision for High Needs Students.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by email only) **by 8.00am on 25<sup>th</sup> February 2025**. Interviews will take place on a date to be confirmed, shortly after closing.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti  
**Principal**



## **Background Information**

The College Administration Team aims to support the needs of the College community by providing an efficient and flexible administration service for all areas. The Admin Team primarily has an overall responsibility for the friendly college reception area and the busy reprographics service. Alongside this, we work closely with other college areas to aid in general administration, cover in staffing, and any other assistance as required.

The College Admin Team prides itself on its friendly and efficient service for staff, students and anyone who visits the College, be it parents/carers, visitors, or contractors. Having a good understanding of all areas of college operations ensures the team is able to deliver a knowledgeable and effective service, whilst representing the College's values by creating a welcoming environment for all.

The successful candidate will be given on the job training and then will be responsible primarily for day-to-day administration, including some financial aspects and reception duties.



## Job Description

### TITLE:

College Administrator

### PURPOSE:

To provide an effective administration support service to areas and departments of the College including, but not limited to: Reprographics, Pastoral, main reception and as required across college to meet demands.

### REPORTING TO:

College Finance and Administration Manager

### LIAISING WITH:

College staff, students, parents'/carers', visitors to the college and external agencies as appropriate.

### WORKING TIME:

16 hours per week (over 4 days) for 195 days, term time only.

Working pattern: 12.30pm to 4.30pm Monday to Thursday.

### SALARY:

Scale points 3 to 5 pro rata £22,312 to £22,736 per annum (FTE). Actual salary £8,433 - £8,593 per annum

### MAIN (Core) DUTIES:

- To provide administrative support to all areas and departments of the College.
- To provide a reprographics service including the photocopying and stationery service to staff.
- To assist with the ordering of goods and services including paper supplies.
- To undertake the printing recharges calculation and maintain stationery stocks.
- To cover main reception from time to time and be first point of contact for all telephone enquiries and visitors to the College and ensure reception is maintained to a high standard.
- To frank out-going mail and ensure it is posted on a timely basis.
- To produce agendas and minute meetings as and when required and distribute accordingly.
- To maintain relevant College IT systems.
- To undertake word-processing tasks (e.g. reports, letters to parents and minutes).
- To assist with cross college administrative tasks at peak times.
- To train colleagues and share good practice in relation to your specific role, with staff in other support areas.
- To develop, monitor and revise (when appropriate) documentation related to the areas of specific responsibility.
- To ensure the security and confidentiality of all documentation and records

- To implement and adhere to college policies and procedures e.g. Safeguarding, Pastoral, Health and Safety, Equality & Diversity, Information Security Management, Finance and Business.
- To contribute towards the College's Strategic Planning process.
- To contribute towards self-assessment and development planning in respect of Administration and Reception Team and other areas as appropriate.

### Staffing

- Staff Development
- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To contribute towards the staff development of other staff as appropriate.
- To contribute towards the induction of new staff as appropriate.
- Deployment of Staff
- To work as part of a team and to ensure effective working relations.
- To provide cover for members of the Administration and Reception Team, as appropriate.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute towards the process of setting of targets in respect of your main support area and work towards their achievement.
- To implement college quality procedures.
- To contribute to the monitoring and evaluation of your main support area functions in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To contribute to the development and improvement of all support area functions.

### Communications

- To ensure effective communication as appropriate.
- To liaise with staff, parents/carers and external agencies where appropriate.
- To attend meetings in accordance with the College's meetings schedule.

### Other

- To support the aims and objectives of the College.
- To assist at some of the College's evening events, i.e. Open Evenings/Parents'/Carers' Evenings.
- To undertake any other duties of an equal nature as assigned by the Principal (or their designated alternate) or your Line Manager.



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths, or equivalent.</li> <li>• Level 2 IT Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Designated First Aid at Work Certificate (or willing to work towards).</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of working in an administrative role.</li> <li>• Knowledge and experience of using Microsoft Excel, Powerpoint, &amp; Word.</li> <li>• Experience of using a database.</li> <li>• Experience of scheduling and taking minutes of meetings.</li> <li>• Experience of using electronic communication and electronic file management.</li> <li>• Experience of working to tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service experience</li> <li>• Knowledge of working in the further education sector.</li> </ul>
<b>Skills and qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the College and the College's Ethical Leadership Framework.</li> <li>• Good emotional intelligence.</li> <li>• Good communication skills</li> <li>• Ability to engage &amp; forge good working relationships with staff, students, and all college stakeholders.</li> <li>• Ability to work under pressure.</li> <li>• Ability to meet deadlines.</li> <li>• Strong team working skills.</li> <li>• Effective organisational skills.</li> <li>• Good problem solving skills.</li> <li>• An excellent record of attendance and punctuality.</li> <li>• Flexibility and adaptability.</li> <li>• Commitment to Equality &amp; Diversity.</li> <li>• Learn from Criticism.</li> <li>• Willingness to undertake relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Patience &amp; understanding.</li> <li>• Persistence to succeed.</li> <li>• A sense of humour.</li> <li>• Self confidence</li> </ul>

# General College Information

## Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

## How well do our students achieve?

The 2024 exam results indicate:

Pass rate at A level is 98%

11 students achieved at least 4 A\*/A grades at A Level (including EPQ)

479 individual A\*/A grades achieved

1090 individual A\* - B grades (high grades) achieved in total

Pass rate for Level 3 BTEC Extended Certificate is 100%

95% high grades across all subjects (DS\*, DS and M)

Pass rate for Level 3 BTEC Extended Diploma is 100%

100% high grades (DS\*, DS and M)

For BTEC Level 3 qualifications, 129 individual DS\*/DS grades were achieved

205 DS\*, DS and M grades earned in total by our students

## **Past and Present**

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

## **Music and Drama**

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

## **Sport**

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

## **Religious Education**

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

## **Chaplaincy**

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

## **Caring for our Students**

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

## **Private Study**

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



## **Parents/Carers**

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

## **College Structure**

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

## **University Centre**

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

## **Unions**

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

### **Miscellaneous**

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>