



Upper School Administrator Preamble

This job description is written in accordance with our school strategy.

Purpose | To empower young people to understand, care and create a better future.

Mission | Foster learning with a rich curriculum that develops intellectual, social, physical and creative skills, preparing students for global citizenship.

Our Values

Care | Compassion | Empathy | Looking After One Another | Asking Difficult Questions with Respect | Wellbeing | Happiness

Integrity | Honesty | Fairness | Transparency | Doing Our Part | Respect

Dedication | Commitment | Giving Our All | Going the Extra Mile | Consistency | Showing Up When Things Get Tough | Striving for Excellence

Curiosity | Keep Asking Questions | Drive to Evolve | Inquisitive | Explore Ways to Do Things Better | Keep Learning | Creativity

Headteacher: Mr Jon Perriss • **Chair of the Governing Body:** Mr George Drimiotis
Sofokli Venizelou 77, 141 23 Lykovrissi, Athens Greece (**Lower School**)
B. Antonopoulou 9, 145 61, Kifissia, Athens Greece (**Upper School**)

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Upper School Administrator Job Advert

We are looking for an Upper School Administrator to join the team at St. Catherine's British School in Athens, Greece. The successful candidate will be responsible for administration and coordination of various areas within the Upper School administration department, reporting to the Upper School Senior Administrator. The Job Description and Person Specification provide more detail as to the responsibilities of the post.

St. Catherine's is a leading independent British international school that teaches 1400 pupils from 3 to 18 years of age. The school is a member of HMC, COBIS, and is an IBO world school. It teaches the EYFS curriculum and the National Curriculum for England and Wales, as well as IGCSE and the International Baccalaureate Diploma Programme. The school is a dynamic and exciting community with innovative teaching and learning practice at its core with a strong extra-curricular programme.

Please apply by email, to hr@stcatherines.gr, using the school's application form. Further information regarding the school, the job description, person specification and details of the application procedure can be obtained from the school's website <http://www.stcatherines.gr/about-us/opportunities/>. Please note that we do not accept the simple submission of a CV. *Please be aware that you must have the rights to work in Greece. The school does not sponsor visas for this role.*

St Catherine's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the ACRO Criminal Records Office. **Please include the names and contact details of three referees.** Please note that any personal data collected will be used for recruitment purposes only and for unsuccessful candidates' personal data will be destroyed on completion of the process.

St Catherine's is a Registered Charity No. 313909.

The closing date for applications Wednesday, 23rd October 2024
Interviews will be arranged at the earliest convenience thereafter.

Upper School Administrator Job Description

Reports to: Upper School Senior Administrator

Type of contract: Permanent, full-time.

Hours: 8:30am – 4:30pm which includes a 30-minute break, 5 days a week, Mon-Fri

Place of Work: Upper School

Position Overview:

The Upper School Administrator reports to the Upper School Senior Administrator and assists in the the-day-to-day activities of the Upper School Admin office.

Attendance duties, 8:35am-10:00am:

- Registration of late comers in the morning until 9:00 a.m.
- Following up student absences during the day (i.e., checking absence register, updating iSAMS)
- Contacting parents via phone or email regarding absences
- Monitoring students that are ill or injured and need to go home
 - Liaising with the nurses, who mostly call parents for pick up
 - Updating iSAMS for class teacher information & registration

Extra-curricular clubs on SchoolsBuddy

- Providing information to families & staff
- Daily communication / clarification / issues that arise regarding attendance, whereabouts of child/late bus, etc.

Residential trips, day excursions & museum visits

- Booking of dates
- Following up on risk assessments
- Sending sign-up links & information to parents
- Following up on payments via KEFI (for residential trips)
- Collecting money for some visits
- Following up on certain funds to be charged via Accounts dept. (i.e., staff supervision charges)
- Responsible for coordinating the trip under the direction of whomever is appointed as Trip Leader

Communication on behalf of Deputy & Head of Upper School:

- Following up on trip allowances and reimbursements.

School Calendar: Booking in-school events on calendar in collaboration with other administrators:

- Acquiring permission for the event from relevant heads (KS/ELT)
- Communication with organiser & theatre coordinator
- Making sure all items are included in relevant calendars, including iSAMS, if appropriate

Additional duties:

- Lost *property management* (PTSA assistance)
- *Weekly Newsletter via StCatsConnect* based on events throughout the week and upcoming events – teacher input required. Purpose of this newsletter is to inform whole upper school of events of the past week, upcoming event & information/announcements to parents in place of emails.
- *Daily Bulletin* cover events coming up to inform staff and announcements that Heads require to share with staff. The purpose of this bulletin is to reduce emails to staff throughout the day.
- In the absence of the Timetable Manager, you will assist with cover, timetabling and duties.

While the above includes a description of the essential functions of the position, other duties may be assigned by the Upper School Senior Administrator.

St. Catherine's British School is committed to the welfare and safeguarding of children. This post is covered by the Rehabilitation of Offenders (Exceptions) Act 1975, the successful applicant will be required to apply for an International Child Protection Certificate if they are a non-local hire. Local hires are required to complete a Greek criminal record check.

**Upper School Administrator
Person Specification**

	Essential	Desirable	Identified by
Education & Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree. 	<ul style="list-style-type: none"> • Master's Degree 	Application & Certification
Experience	<ul style="list-style-type: none"> • Minimum of 4 years of experience in an administration role 	<ul style="list-style-type: none"> • Experience of holding a similar post in the education sector. 	Application & Interview
Knowledge	<ul style="list-style-type: none"> • Working knowledge MS Office. • Excellent verbal and written communication skills in Greek & English with an emphasis on confidentiality, tact, and diplomacy. 	<ul style="list-style-type: none"> • Working knowledge of advanced MS Office. • Knowledge of working in a school environment. 	Interview & References
Personal Skills, Qualities & Attributes	<ul style="list-style-type: none"> • Caring, pleasant, approachable, and effective communicator, willing to serve people at all levels in the organization and able to build strong working relationships. • Excellent communicator. • Proactive, organised, and excellent attention to detail. • Ability to work both independently and as part of a team. • Ability to deal effectively with multiple priorities, functions, and activities. • Well-developed business ethics and the ability to maintain a high level of discretion. 		Interview & References

In addition to a candidates' ability to perform the duties of the post the selection process will also explore issues relating to ***safeguarding and promoting the welfare of children*** including:

1. Motivation to work within a child-centred environment.
2. Ability to form and maintain appropriate relationships and personal boundaries with people of all ages.
3. Emotional resilience in working with challenging behaviours.

All shortlisted applicants will have any relevant issues arising from his or her references taken up at interview.