

**Job Description**

**Faculty Administrator**

**Team Purpose**

The Faculty Administrator, in partnership with the Administration Support Services Team, is responsible for providing administration support throughout the school. The Faculty Administrator is linked to a faculty within the school and support the Heads of Faculty as well as the departments within the faculty. The Faculty Administrator provides administrative support for the Year Leader and pastoral team linked to the faculty. Administration support is also provided to other members of Leadership Group across the team.

**Catholic Purpose**

The Faculty Administrator must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this catholic identity is reflected in every aspect of the Administration Support Services Team. This duty provides the context for the proper discharge of all other duties and responsibilities.

* Articulate and promote the school’s distinctive aims and ethos with parents, staff, pupils and the wider community.
* Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
* Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

**Main Responsibilities**

Provide administrative support to each Head of Faculty relating to their specific responsibilities, such as awards evening, school council, the options process, teaching staff training, open evening, extended curriculum, pupil mentoring etc.

Provide support to the Pastoral Manager which includes producing attendance and behaviour reports.

Administration of the annual work experience cycle.

School mobile phone distribution and minibus bookings.

Training school administration.

NQT administration.

Provide administrative support to departments within the faculty which may include (but is not limited to) placing purchase orders, data input/analysis following assessments, updating pupil data on SIMS.

Provide administrative support to the Year Leader and pastoral team including providing data regarding achievement and behaviour, production of letters and postcards.

Maintain accurate attendance records using SIMS software.

Check progress checks and create data sheets for pupils following each progress check cycle.

Assist with the administration of public examination entries and coursework, marks and dispatch.

Organise educational visits in conjunction with visit leaders.

Duke of Edinburgh administration and verification if applicable.

Minute taking if requested.

Liaison with feeder schools regarding taster days and gifted and talented classes.

Supporting other members of the school community when required.

**General:**

* To work as an effective member of a team and to promote team work at all times
* Observe good working practices and current health and safety regulations
* Exercise flexibility in working hours / days in carrying out your own duties
* Observe and adhere to all Policies, Procedures and Regulations
* The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul’s Catholic School provided that they are consistent with the nature of the post
* Be committed to and attend relevant continuous professional development
* Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
* This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
* The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
* This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
* The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
* All posts are subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children. The post holder is required to share this commitment.

**Signed:** ………………………… **Name:** ………………………… **Date:** ……….