

St Alban's Catholic High School



“Learning, Respecting, Caring”

Department Administrator

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 2 Points 3-4 £20,812 - £21,190 (£11,922 - £12,139 pro-rata)

Hours: 25 hours per week /39 weeks per year (term time only)
Monday – Friday 9.15am – 2.15pm

Responsible to: Office Manager

Job Role: To provide effective and efficient general administrative support to various departments within the School.

Main Responsibilities:

- To provide administrative support for specific departments for school trips, including booking venues, organising transport etc., via Evolve
- To provide general administrative support, including effective use of Microsoft Office programmes to ensure the accurate production of documents and letters
- To undertake stocktaking, ordering stationery and to maintain display boards
- To enter data into SIMS/Class Charts/Parentmail
- To liaise with parents, external agencies and providers as required
- To answer the telephone and distribute messages as requested
- To assist with student enquiries and the office team as necessary
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Any other duties relevant to the post

The duties above are neither exclusive nor exhaustive and the post holder to carry out additional duties within the context of the job, skills and grade.

Person Specification

Qualifications and Experience	Essential	Desirable
Experience of SIMS/ClassCharts & Microsoft Office		✓
General understanding of the operation of a school		✓
Detailed knowledge of school policies and procedures		✓
Excellent literacy skills	✓	
Excellent numeracy skills	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Excellent telephone manner	✓	
First Aid Trained		✓
Communication		
Ability to write produce accurate documents and letters via Microsoft Office	✓	
Ability to exchange complex and sensitive information clearly	✓	
Ability to communicate with parents, external agencies and providers	✓	
Ability to ensure that effective communications are maintained with particular emphasis on customer care and School ethos	✓	
Ability to consult effectively to achieve best outcomes	✓	
Working with Others		
Ability to establish effective relationships with those working in and with school	✓	
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships	✓	
Ability to work effectively as part of a team	✓	
Ability to work independently	✓	
Flexible	✓	
Good sense of humour	✓	
Calm and patient	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to effectively support the work of others	✓	
Ability to plan and manage own time effectively	✓	
Able to resolve problems independently	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Thorough knowledge of Health and Safety legislation		✓
Understand and comply with safeguarding procedures		✓
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	