

St Alban's Catholic High School



“Learning, Respecting, Caring”

Office Administrative Lead

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: £22,369-£24,054 FTE salary, £18,422-£19,809 actual, pro-rata (pay award pending)
Hours: 35 HPW / 40 Weeks per year 8.15am – 3.45pm (30mins unpaid lunch)
Responsible to: Business Manager

Job Role:

To manage the day to day running of the School Office and the work of the Administrative Team to ensure the provision of efficient administrative systems and procedures. Working in close liaison with the Business Manager, taking decisions on day-to-day operational matters within guidelines of work plans, policy, procedure etc. Such decisions include planning, and prioritising, allocating and organising work, developing and using new technology, monitoring performance, taking remedial action as required.

Main Responsibilities:

- Supervision the Administration Assistants, Receptionist & Reprographics technician allocating and monitoring work as required, checking for quality and accuracy, provide sickness cover.
- Co-ordinate the prioritisation, organisation and monitoring of day-to-day operations, including requests for Departmental Administration.
- Assist with telephone enquiries ensuring these are handled professionally.
- Oversight of visitor/student reception - ensuring visitor protocol is followed and safeguarding procedures adhered to for students and visitors
- Lead First Aid: Oversee and assist with student medical bay/first aid and ensure that student medication and care plans retained in the Main Office are kept securely and up to date. Arrange training for colleagues when needed. Work with the Health & Safety Officer to ensure the correct procedure followed.
- Ensure a professional and efficient service is delivered to visitors and staff alike
- Generate correspondence and send using Parentmail
- Fire Drill – Maintain & Update the registers used.
- Deputising for the Headteacher's PA as necessary
- Any other duties relevant to the post

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

| | |
|-------------------|-------------------|
| Signed | Signed |
| Post holder: | Headteacher: |
| Name in capitals: | Name in capitals: |
| Date: | Date: |

Person Specification

| Qualifications and Experience | Essential | Desirable |
|---|-----------|-----------|
| Experience of Arbor MIS & 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 detailed, complex reports, letters etc. | ✓ | |
| Ability to exchange complex and sensitive information clearly | ✓ | |
| Seeks to overcome communication barriers with children and adults | ✓ | |
| 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 lead, manage and 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 | ✓ | |