

Admin Assistant
St Mary & St Joseph School
Pocklington



**ST MARY &
ST JOSEPH**
VC ACADEMY

The Role

Location:	Based at St Mary & St Joseph School Pocklington, working for the St Cuthbert's Roman Catholic Academy Trust.
Contract:	Permanent
Hours/ Working Pattern:	35 hours per week, term-time only plus 5 days
Salary/ Hourly Rate:	Grade 3(Scale point 3-5, £22737-£23500)pro rata per annum
Closing Date:	Thursday 14 th December 2023
Interview date:	From Monday 18 th December 2023
Start Date:	January 2024

'I have set you an example that you should do as I have done for you'
John 13:15

Are you passionate about supporting our students and staff, using your organisation and service skills working in a busy school office environment? If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Our opportunity

You will provide an efficient, finance/administrative support system to the school, through undertaking financial, administrative, and organisational processes within the school.

The role and work of the admin assistant involves dealing with sensitive and confidential information regarding staff and pupils, it is, therefore, essential to maintain the highest level of confidentiality in relation to school matters.

Experience & Skills

- Experience of administrative work in a busy office environment ideally within an educational setting
- The ability to establish excellent relationships with all pupils and staff
- Excellent communication skills and able to work as part of a team
- A supportive approach to the Catholic ethos of the school and the care the school provides
- Willingness to work towards personal development, attending relevant training courses to support the school's progress

We can offer you:

- Tailored support from our Executive Head, Assistant Head and staff colleagues as we further develop you and give you the skills, encouragement, and experience within the profession to continue to 'love and serve'.
- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn.
- Personal and professional development opportunities.
- An experienced and committed staff with a supportive Governing Body and wider school/church community

Message from the Executive Head – Julie Sutherland

I am delighted to welcome you to our school, St Mary and St Joseph, VC Academy in the Diocese of Middlesbrough. Our school and nursery serve the local community of Pocklington and the parish of St Mary and St Joseph, Pocklington. Our school is part of St Cuthbert's Roman Catholic Academy Trust.

At St Mary and St Joseph, our team of dedicated staff and governors work with our parents developing the foundations of learning for the whole child. We offer an exciting, bespoke curriculum which is carefully planned and matched to meet the needs and abilities of the children we teach.

Every child experiences opportunities to express their skills and talents, in an environment where they are nurtured, feel happy and safe.

When you choose St Mary & St Joseph, we join you, as the first educators of your children on their individual journeys as they are entrusted into our care.

St Mary & St Joseph is a caring, friendly family school with Gospel values at the centre of all that we do together.

On our website you will find out about all areas of our school life; if you have further questions or would like to visit our school, then please do not hesitate to contact the school office and we will be happy to help.

We look forward to meeting you

About St Mary and St Joseph School

We are part of the St Cuthbert's Roman Catholic Academy Trust. We are renowned for helping to develop young people with religious and moral character together with high standards of academic success.

All staff devote their abilities, energy and time to each child and no-one goes unnoticed. We are a family with Christ at the centre of all that we do.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young adults with a well-rounded education and the ability to face the future with confidence.

Application Process

Completed applications must be returned to

Eryn Harrison

erharrison@smchull.org



Think you're the person for the job?

Please complete the application and send it to the email address above by the closing date. Applications are found at -

<https://scrcat.org/vacancies/job-application-packs>

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.



JOB DESCRIPTION and PERSON SPECIFICATION

ORGANISATION: St Cuthbert's Roman Catholic Academy Trust **GRADE:** 3

JOB TITLE: Administrative Assistant **DATE PREPARED:** 5th March 2020

EVALUATION DATE: 5th March 2020 **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: To promote the school positively and under the direction/guidance of the Exec Head, Assistant Head of School and other senior staff: provide general administrative/low level financial support to the school (and Trust when required). To undertake reception and telephone duties answering enquires from staff, pupils, parents and the general public. Ensuring all visitors are warmly and professionally welcomed and records kept of their arrival and departure.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2,	To support the office with the monitoring and management of the physical resources, e.g. receiving schools resource orders, storing them and cataloguing the resources and undertaking audits as required.
3.	Assist with financial administration procedures which would include petty cash and school fund.
4.	Responsible for supporting the office in maintaining manual and computerised records/information systems, inputting data onto the schools' databases and generating simple reports including pupil absence.
5.	To undertake typing, word processing and IT based tasks eg Bromcom / Every, update online sites with school information linked to personnel and data protection.

6.	Using relevant equipment/ICT software, e.g. Office 365, SAGE, SIMS, Parentpay etc. The post holder is expected to ensure electronic and manual school data is input accurately in a timely manner adhering to statutory regulations, including pupil absence so that the school may draw upon this information.
7.	Handle routine and non-complex reception/visitor matters – using initiative to refer complex/challenging matters to the relevant teacher / leadership.
8.	Undertake appropriate duties in relation to the smooth running of the Parentpay system.
9.	When required provides all aspects of administration duties to the Senior Leadership Team, e.g. writing letters, arranging meetings.
10.	Works within a school as part of the Trust Business Support Team.
11.	Assists with refreshments for visitor and team meetings, when required.
12.	Participate in training and other learning activities and performance development as required. Recognises own strengths and use these to positively support others.
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy. Effectively carry out Emergency Evacuation responsibilities in line with local procedures.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the school.	

<p>DIMENSIONS:</p> <p>All sections should be completed – if there aren't any state 'none'</p>
<p>1. Responsibility for Staff:</p> <p>None</p> <p>2.Responsibility for Customers/Clients:</p> <p>Responsible for presenting a professional, friendly, welcoming reception to visitors, parents and members of the school community.</p> <p>3.Responsibility for Physical Resources:</p> <p>Responsible for own equipment such as photocopiers, telephones, fax machine, office computers. Responsible for supporting with the receipt and storage of deliveries.</p>
<p>WORKING RELATIONSHIPS:</p>

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Pupils, Parents, Staff, Parish Partners and Directors.

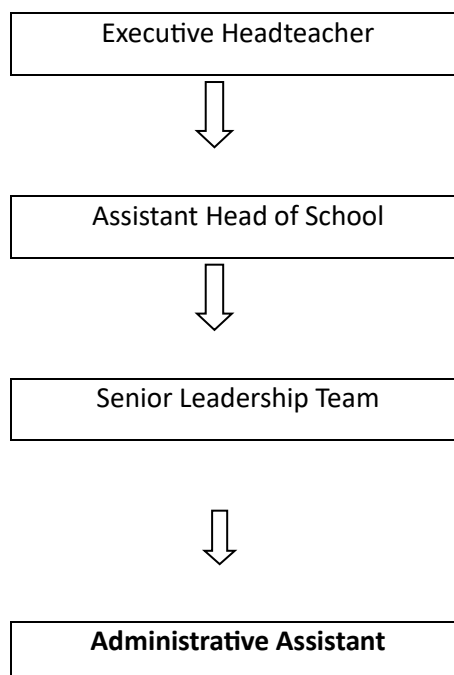
2. With Any Other School Areas

Works collaboratively within the TRUST.

3. With External Bodies to the School and TRUST

When required and under direction with outside agencies, businesses, suppliers and other service providers.

ORGANISATION CHART



	Tick relevant level for each category						
	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		X					Minimum effort required to move administration resources and supplies around the office (e.g. when deliveries are received).
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X					Could be on occasion exposed to verbal abuse from pupils in school and parents/carers on the telephone or visiting school. This would be managed by a more senior staff member.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X					Could be exposed to highly confidential information.

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE Maths and English, Grade C or above (or equivalent) or significant equivalent experience	X		AF, CQ
	Administrative qualifications ICT qualification in Microsoft Office, SIMS.		X	AF, CQ
	Safeguarding level 1		X	AF, CQ
	Willingness to work towards personal development, attending relevant training courses to support the school's progress	X		AF
	Willingness to undertake first aid training		X	I
2.	Relevant Experience:			
	Experience of using computer information systems including SIMS, FMS and Microsoft packages	X		AF, I
	Experience of administrative work in a busy office environment within an educational setting		X	AF, I
	Experience of administration procedures	X		AF, I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people		X	AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		AF, I
	Strict confidentiality – Must be able to keep a high degree of confidentiality and discretion.	X		AF, I
	Ability to work on own initiative, knowing when to take direction and support from line manager/other.	X		AF, I
	Accurate and well organised approach to work, with ability to plan and prioritise workload.	X		AF,I,R
	Ability to work well as part of a team, independently or under direct instruction.	X		I,R

PERSON SPECIFICATION		Tick relevant column		List code/s*
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4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		AF, I
	Know the importance of the impact of good first impressions	X		AF, I
	Knowledge of educational statutory returns e.g. pupil census, school workforce census etc		X	AF, I
	Working knowledge of current policy and practice relating to an education setting including safeguarding and data protection		X	AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of internal and external partners/colleagues and children and young people	X		AF, I
	Ability to communicate effectively in writing with a wide range of professionals inside and outside the TRUST	X		AF, I
	Ability to exchange verbal information clearly and sensitively with children and adults	X		AF, I
	Effective enquiring skills, to draw out the pertinent information when taking messages.	X		I,R
	Pleasant, friendly telephone manner	X		I,R
	Written Skills			
	Ability to complete forms legibly and accurately	X		AF, I
	Good written communication skills	X		AF, I
	Excellent literacy, numeracy and ICT skills	X		AF, I
6.	Other:			

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	None			
8.	Additional Requirements:			
	None		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF(after short listing)
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)