

School Administration Assistant

Trinity Catholic College

Required: As soon as possible

Salary: Grade C-D, SCP 4-5 (£11,994 - £12,234 actual salary)

Hours: 28 per week – Term Time Only plus 5 days (pro rata to hours worked)

Contract Type: Permanent

The organisation

Trinity Catholic College provides a comprehensive education for 11-18 year olds from communities across Middlesbrough; although our school maintains a strong Catholic ethos, we welcome pupils from backgrounds of other faiths.

Trinity Catholic College is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 26 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North-East's largest Catholic Trust and the second largest Catholic Multi-Academy Trust in the UK.

The role

We require an Administration Assistant to provide routine general and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main responsibilities will include:

- Financial and general administration for school activities
- Routine clerical support to the school e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence
- Front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors
- Personal administrative support to the Headteacher and other nominated leaders
- Typing/word processing and other ICT based tasks
- Maintain manual and computerised records/management information systems and produce lists and information as required

Please refer to the attached Job Description and Person Specification for further information.

Further Details

Application packs are available from the Trust's website at <https://npcat.org.uk/current-vacancies/>. Candidates should complete and return a Support Staff Application Form, a Recruitment Monitoring Form and a Rehabilitation of Offenders form to recruitment@npcat.org.uk

CV's will not be accepted.

For an informal discussion about the role please contact Paula Bowler, Trust Business Manager at enquiries@trinity.npcat.org.uk

Closing Date: Thursday 14th November 2019 by 12 noon

Interview Date: Thursday 21st November 2019

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS Clearance along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

JOB DESCRIPTION

POST TITLE:	School Administration Assistant
RESPONSIBLE TO:	Trust Business Manager
SALARY:	Grade C/D SCP 4 - 5
JOB PURPOSE:	To provide routine general and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Finance, Procurement & Contract Management

- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- To undertake financial and general administration for school activities such as transport, student services, educational visits / other income streams received into the school.
- To produce lists and information as required from management information systems.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide routine clerical support to the school e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for school visitors e.g. photographer, school nurse.

- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Sort and distribute mail.
- Operate relevant ICT packages in support of duties (Microsoft, Internet, MIS, Databases).
- To provide personal administrative support to the Head Teacher and other nominated leaders e.g. diary management, dealing with correspondence, answering the telephone, photocopying and dealing with initial queries.
- To arrange room booking and hospitality for school based meetings.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE</p>
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PERSON SPECIFICATION
SCHOOL ADMINISTRATION ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 2 or equivalent qualification / experience in a relevant discipline	AF/C	D1	First Aid qualification	
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	AF, R, I	D2	Experience of working in the education sector	AF, R, I
	E3	Effective use of ICT packages and other resources	AF, R, I			
	E4	Use of relevant office based systems and equipment	AF, R, I			
	E5	An understanding of policies and procedures relevant to the role	AF, R, I			
	E6	Experience of working in a busy office environment	AF, R, I			
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	AF, R, I	D2	Ability to self-evaluate CPD needs and to seek out new learning opportunities	AF, R, I
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and	AF, R, I			

		responsibilities and your own position within these				
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT	AF, R, I			
	E10	An understanding of safeguarding and child protection requirements	AF, R, I			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References