

'I have come that they have life and have it to the full' John 10:10



Admin Manager
and Admin support
for Senior
Leadership Team.

2017

This document is intended to provide some clear guidance for all as to the various roles and responsibilities that form the minimum expectations required of employees in our school. It also seeks to outline the role that this post holder will need to undertake in our school, including supporting and contributing to the distinctive nature and ethos of our Catholic School.

Admin. Job
Description

'Striving to live the Gospel, promoting excellence and achievement for all and nurturing partnerships'



OUR MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

'I have come that they have life and have it to the full' John 10:10

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all
- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- by promoting and practising just and caring attitudes and actions towards all persons.
- by respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- by ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum.
- by pursuing the highest standards in all we do and by constantly seeking improvements by developing and maintaining close.
- co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious.
- formation of our young people, with our local associated schools and colleges and with the wider community.



POST: Admin Manager and Admin support for leadership team

SCHOOL: Harrytown Catholic High School

JOB PURPOSE

- To provide an efficient and effective management of the admin and support staff
- To provide an efficient and effective admin support to the Headteacher and all members of the Leadership Group.
- Liaison and communication with the governing body
- To demonstrate the highest standards when dealing with situations and individuals.
- To carry out duties in a professional manner and in accordance with the school's policies under the direction of the Headteacher.

The terms and conditions for NJC roles are set out in the in the Pay & Conditions Publication (Green Book) are upheld.

AREAS OF RESPONSIBILITY AND KEY TASKS

ADMINISTRATION:

- To provide full clerical and administrative support to the assigned members of the Leadership Group. This includes: organisation of post, commitments, and diaries, external and internal events for the Leadership Group.
- The drafting and word processing of appropriate documentation.
- Preparation of materials in other Office packages e.g. PowerPoint, and Excel.
- The screening of telephone calls.
- To act as a point of contact for external agencies the Governing Body, parents, teaching staff and students. Including handling/preparing the associated documentations.
- Preparing policy and briefing documents and contribute towards policy development and procedures.
- To maintain good relations with students, staff and parents in sensitive situations.
- To take sole responsibility for some aspects of school administration.
- To be able to use a range of modules within the school information system (SIMS) and apply them appropriately (training will be given where necessary).
- Responsible for providing a Confidential Secretarial, and Administrative service to the Headteacher and Senior Leadership Team offering advice when required and meeting with visitors/parents if appropriate in the absence of the Leadership Team.
- To oversee the weekly operation of the school with reference to school events to ensure their smooth running e.g. Parents Evenings, Open Evening, New Intake Evening, Certificate Evening, etc., ensuring refreshments are available.
- Responsible for handling a range of communications on behalf of the Headteacher including managing the 'Contact Us' account and monitoring certain email addresses, redirecting emails and acting upon them, where appropriate.
- To arrange meetings and appointments on behalf of the Headteacher, including the booking of rooms, accommodation, and attendance of other participants. Issue invitations to school events in liaison with the Headteacher.
- To take minutes as requested by the Headteacher.



- To maintain a confidential and up-to-date filing system.
- To arrange meetings in liaison with the LA's Clerk to the Governors and Inclusion Team for any exclusions which require a Governors' Panel Meeting. To oversee the paperwork for such meetings, ensuring confidentiality at all times.
- To take a lead responsibility for proof reading all letters to parents, ensuring that all information is correct (SPAG).

RECRUITMENT:

- To prepare advert wording, design and media choice.
- The placement of adverts in external media, Council website, associated job websites and job centre.
- The drafting and updating of job descriptions & person specifications, ensuring that legal and statutory requirements are adhered to.
- The collation of application packs and applications.
- The collation of documentation for scrutinising and short-listing.
- Obtaining and chasing references prior to interview.
- Scheduling, invitation and preparation for interviews, liaising with the interview panel.
- Administration of the conditional offer of appointment and pre-appointment checks;
 - References
 - Identity
 - Right to work in the UK
 - DBS check
 - Medical fitness
 - Qualifications
 - Professional status (QTS)
 - Oversee completion of probationary period
 - Management of induction programme
- Ensuring Line Managers have provided relevant training and information regarding policies and procedures underpinning the CES contract;
 - Ensuring support is offered appropriate for their role
 - Confirming the conduct expected of staff
 - Providing opportunities for new staff to discuss any issues or concerns
 - Enable the Line Manager recognises any concerns or issues about the person's ability or suitability at the outset and address them immediately.

HUMAN RESOURCES ADMINISTRATION:

- Administration of new starter. Including contracts of employment, DBS processing and verification, tracking of employment documentation.
- Administration of legally compliant letters and documents.
- Changes to contracts, maternity and resignation process.
- Monitor temporary & fixed term contracts to ensure compliance with employment legislation.
- Administering, tracking and reporting of Disclosure and Barring Scheme checks in conjunction with the Business Manager
- Updating the Single Central Record and the provision of safeguarding information required by Ofsted during an inspection in conjunction with the Business Manager.
- Monitoring of work practices and processes that relate to the appointment and dismissal of employees.



- Completion of annual returns and surveys to statutory and national bodies - schools must supply information requested to enable the Council to provide an accurate return.
- Maintaining SIMS Personnel Module.
- Maintaining Staff Personnel Files.
- To ensure that all confidential HR contractual data is current and to maintain procedures for updating contractual data and information (manual and electronic) within the school, including liaison with staff, Local Authority and Diocese.
- The overseeing of the maintenance and upkeep of confidential files and records (Student, Staff Training, HR and CRB data).
- Liaison with staff on training issues and book appropriate training in line with Performance Management Training Needs and monitor feedback.
- Maintaining a data base of and provide statistical information on training undertaken to Leadership Group and Governing Body.

GOVERNORS:

- Governing Body administration as directed by the Chair of Governors.
- To negotiate the date and time of Governing Body meetings with the Chair of Governors and Headteacher.
- To ensure that the agenda and supporting papers are prepared in accordance with the timetable for the meeting and distribute accordingly.
- To provide admin support for subcommittee meetings of the Governing Body, word processing the minutes of the meetings and distribution of the draft copy of the minutes to the Chair and the Headteacher.
- Arrange Refreshments for all Governors Meetings.
- Invite all Governors to attend school events.

SCHOOL RETURNS:

- Responsible for preparing and completing all Census returns, including the CES Census. Including attendance at any meetings and/or training courses that are required.
- To complete any other returns at the request of the Headteacher.

OTHER:

- To have an involvement in other associated duties as discussed and agreed with the Headteacher.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

NOTES:

- The above responsibilities are in addition and subject to the general duties and responsibilities contained in the statement of Conditions of Employment as set out in the staff handbook and National Conditions of Service.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.



- The post holder may be expected to undertake such further responsibilities consonant with the level of the responsibility of the post according to the school salary policy drawn up in consultation with the Headteacher.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time according to the changing needs of the school after consultation with the holder of the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitor and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown.

Date: June 2017

APPENDIX A:

Part B: PERSONAL AND PROFESSIONAL CONDUCT

A staff member is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

B1. Staff members uphold the public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- 1.1 Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- 1.2 Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
- 1.3 Showing tolerance of and respect for the rights of others.
- 1.4 Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- 1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.



B2. Staff members must have proper and professional regard for the ethos, policies and practises of the school in which they teach, and maintain high standards in their own attendance and punctuality.

B3. Staff members must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities