

Job Description

Post:	Administrative Assistant
Pay Scale:	Grade 4 SCP 7-11
Responsible to:	Chief Information Officer
Main Location:	Main Location STOC Central Office with travel to other sites

Main Duties

- Create a professional and welcoming reception for all visitors and prepare hospitality for meetings.
- Perform administrative duties efficiently and comprehensively such as answering the telephone, handling incoming and outgoing mail, and responding to email enquiries.
- Maintain and update electronic files and records, including confidential information.
- Prepare and edit documents, reports, and presentations.
- Alongside the Diary Manager, coordinate and assist with the organisation of events, meetings, and conferences.
- Minute meetings for the central office and Trust schools when required.
- Order and maintain office supplies and equipment.
- Respond to enquiries from stakeholders and outside organisations.
- Support any audits that are undertaken by the Trust or external consultants/organisations.
- Maintain the Trust website.
- Work alongside local administration teams to provide Trust wide administrative support for school websites.
- Project manage the creation of new websites for converting schools.
- Maintain and communicate changes to the Trust Policy Register.
- Maintain and update the Trust wide training platform for both schools and the central team.
- Provide administration support to the Trust Data Protection Officer.
- Provide Conversion Administration Support.
- Be responsible for maintaining accurate records for all schools on GIAS.
- Work flexibly when required to meet organisational needs.
- Complete other local and Trust wide administrative projects when required.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of and comply with all School and Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
English and Math's GCSE (or equivalent).	E	A/I
Experience		
Previous experience working in an office environment.	E	ARI
Dealing with face to face and telephone interactions	E	ARI
Working and collaborating within a team	E	ARI
Previous experience working in a school office.	D	ARI
Skills, Knowledge and Aptitudes		
Good oral and written communication skills	E	ARI
Ability to respond quickly and effectively to issues that arise.	E	ARI
Ability to plan, organise and prioritise to meet deadlines.	E	ARI
Ability to use own initiative and take action accordingly.	E	ARI
Excellent attention to detail.	E	ARI
Ability to build effective working relationships with colleagues and work constructively as part of a team, understanding roles and responsibilities and own position within these.	E	ARI
Good working knowledge of ICT systems including word processing, spreadsheets, and presentation software.	E	ARI
Experience of using social media and websites.	D	AI
A commitment to safeguarding and equality.	E	ARI

Understanding of Data Protection and confidentiality.	E	ARI
Understanding of Health and Safety.	D	ARI
Personal Attributes		
Commitment to promoting the ethos and values of the Trust and ability to support in all areas	D	ARI
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust	E	ARI
Ability to work under pressure and prioritise effectively.	E	ARI
Commitment to maintaining confidentiality at all times.	E	ARI
Ability to communicate effectively in English, both written and verbally.	E	ARI
Ability to work flexibly in support of the Trust.	D	ARI
Ability to work independently and with initiative.	E	ARI
Personal characteristics		
Ability to deal with others in a positive and professional manner, which promotes a positive image in line with the Trust's vision and ethos.	E	ARI
Resourcefulness, enthusiasm, patience, resilience, and a sense of humor.	E	AI