



Job Description and Person Specification

Administrator for Teacher Training & Events

Shared Services Team

Grade: Grade 3

Reporting to: Chief Operating Officer

The Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

Administration

- To act as clerk to the Saint John Southworth Foundation and Associations
- To provide comprehensive administrative support to the Directors of the Saint John Southworth Enterprise and Research Alliance (SJSERA) (letters, reports, scheduling)
- To arrange and minute meetings for SJSERA, ensuring accurate documentation and follow-up
- To provide flexible administrative support for ad-hoc Trust projects
- To manage and update databases related to leadership development, continuing professional development (CPD) and recruitment

Events

- To arrange induction and assessment days (venues, catering, logistics, etc.)
- To attend recruitment fairs and events as needed (occasional evenings/weekends)
- To organise administration for CPD sessions and support teacher training events

Data & Finance

- To maintain and update the Department for Education (DfE) portal for teacher training
- To assist in compiling and interpreting data for DfE returns
- To collect, analyse and report feedback and evaluation data
- To communicate with the Finance Team to oversee invoicing and financial transactions

Marketing & Communications

- To liaise with admissions teams of partner teacher training providers and schools
- To communicate, advertise and assist in administration of school-to-school support services
- To assist with marketing, including creating and distributing promotional materials
- To maintain and regularly update the SJSERA website
- To manage, promote and market lettings of the Trust's sites

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher

- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of CPD

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: November 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of five GCSEs (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 • Evidence of relevant CPD activities 	<ul style="list-style-type: none"> • Evidence of relevant CPD 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Performing administrative tasks • Dealing with face-to face and telephone interactions • Working with children or young people • Working and collaborating within a team 	<ul style="list-style-type: none"> • Awareness of Catholic academy trusts working across sites • Awareness of Catholic Academy Trusts 	<ul style="list-style-type: none"> • Application • Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Excellent attention to detail • Ability to use relevant office equipment effectively • Understanding of data protection and confidentiality • Ability to use their initiative and sometimes work unsupervised • Working knowledge of Microsoft Office Software, e.g. Excel and Word • Excellent literacy, numerical, analytical 	<ul style="list-style-type: none"> • Understanding of Catholic education and ethos 	<ul style="list-style-type: none"> • Application • Interview • References

	<p>and problem-solving skills</p> <ul style="list-style-type: none"> • A proactive approach to identifying and resolving issues creatively and flexibly • Ability to communicate effectively both orally and in writing to a variety of audiences • Excellent stakeholder service skills and the ability to understand the needs of the Trust • Excellent organisational and time management skills and the ability to prioritise work for oneself • Ability to disseminate knowledge and good practice to other members of the Trust • Understanding of the need to meet internal and external deadlines 		
Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A passion for education and a deepfelt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Commitment to the seven principles of public life of 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in its communities 	<ul style="list-style-type: none"> • Application • Interview

	<p>selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</p> <ul style="list-style-type: none"> • Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know' • Emotionally intelligent: know when to direct and when to challenge • Able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking 		
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 		<ul style="list-style-type: none"> • References • Interview