



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust

## **St Ralph Sherwin Catholic Multi Academy Trust**

### **Job Description**

#### **Central Team Administrator**

**Reporting to:** PA to the CEO/Executive Team  
**Liaising with:** Colleagues, visitors, external suppliers, and members of the public/local community  
**Grade/Salary:** SRS Band 3 SCP 6 -9

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#### **Core Purpose**

- To provide efficient and effective clerical and administrative support to members of the Executive Team, Central Team, and academies.
- To greet all visitors to the Trust central office (St Katherine's House) in a professional, welcoming manner and efficiently answer, manage, and direct telephone calls.

#### **Specific Areas of Responsibility and Key Tasks:**

##### **General Office Administration**

- To provide administrative support to the Executive Team, Central Team, and academies.
- Undertake reception duties, answering telephone and face to face enquiries, signing visitors in and out and ensuring they are aware of the Trust's H&S procedures.
- General office administration e.g., typing, reproduction, electronic filing (in line with GDPR, etc), preparation of draft agendas, opening/scanning and forwarding mail.
- Diary management for Executive Team members, coordinating meeting dates and booking accordingly.
- Book and arrange meetings and training and provide refreshments for in-house bookings.
- Provide administrative support in booking conferences and residentials, including costings, sending letters/information, booklets, booking external conference rooms/accommodation, monitoring payments and collation of delegate lists and workshops.
- Efficient management of the Trust calendar and recording/sharing term dates for our academies.
- Support with the creation and distribution of Trust communications, for example: letters, brochures, and emails.
- Attend meetings at the request of line manager or Executive Team colleagues and take accurate minutes/record actions, in a timely manner send those minutes/actions to the meeting Chair for approval and then disseminate to attendees.
- Support the PA to the CEO and Executive Team with administrative tasks as requested – e.g., attending/taking minutes at meetings (either face to face or online, and sometimes in our Academies), drafting correspondence from the CEO and/or Executive Team (emails, letters and meeting papers), adding Trust branding and/or electronic signatures to documents, and ordering Birthday/congratulations/get well/sympathy gifts for colleagues and Trust contacts.

##### **Financial Administration**

- Obtain quotations for the supply of goods and services as requested by Trust colleagues, confirm orders and input to the finance system.



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- Good receipt orders and submit invoices to the Finance Team.
- Organise the return of any unwanted/incorrect goods.
- Maintain central office stationery and refreshment stock levels.
- Collate Reception new starter packs.
- Maintain class lists and the waiting list for school places.

### **Estates and Health & Safety Administration**

- Logging Estates calls on the Every System.
- Logging potential suppliers onto the Every System (contact details and promotional materials).
- Use the Every System to monitor monthly statutory activities for our academies and their progress re compliance.
- Upload service visit documents to the Every System.
- Attend Health & Safety CPD sessions and take notes.

### **Marketing/Media Administration**

- Assist the Marketing Manager with the production and dissemination of Trust Newsletters.
- Assist the Marketing Manager with the production and dissemination of Trust PRIDE Awards.

### **Data Administration**

- Sending requests for data to our academies, on behalf of the Data Manager, and collating returns as requested.
- Communicating with Headteachers and Academy Senior Administrators on behalf of the Data Manager (via email and telephone).
- Collection and collation of statutory returns (e.g. Pupil Census).

### **Additional Duties**

- Promote and safeguard the welfare of children and young persons in all our academies.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Perform any task or duty under the reasonable direction of line manager, Executive Team and Central Team colleagues.

*The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*



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*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*