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| **Job Description**  |
| **Post:** | **Diary Co-ordinator**  |
| **Pay Scale:** | **Grade 4 (SCP 7-11) £24,294- £25,979** |
| **Responsible to:** | **Chief Information Officer**  |
| **Main Location:** |  **STOCCAT Central Offices**  |
| **Main Duties** |
| * To undertake the management of electronic diaries of the Strategic Leadership Group, including arranging and changing internal and external meetings/ appointments, prioritising these as appropriate, ensuring every entry in the diary is clear, with information on who the meeting is with, duration of meeting, agenda and running order, contact information for external meetings and any useful information of the meeting.
* Arranging both internal and external meetings for the Strategic Leadership Group.
* Compiling and managing all Trust Calendars.
* Ensuring all physical and hybrid meetings chaired by the Strategic Leadership Group have a room booked and are connected to relevant displays prior to the start of any meetings.
* To take notes/minutes of meetings for the Strategic Leadership Group and support the organisation of meetings including typing agendas, collating papers, book meeting rooms and arranging refreshments
* Ensuring all urgent and/or confidential communications are received and distributed from/to relevant parties in a timely manner.
* Inputting, monitoring, and checking data produced and required for ongoing programmes and projects.
* To provide administrative support as required, including the production of letters, reports and schedules, and to utilise other ICT packages e.g. email, databases, spreadsheets, and the internet.
* To coordinate and assist with organisation of events, meetings and conferences, alongside the Administration Assistants
* Provide administration support to the Administration Assistants when required;
* Complete other Trust wide and local administration projects when required.
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| **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 School’s policies and ethos.
* Establish effective working relationships with professional colleagues both in school and as part of the school’s learning community and network.
* Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation.
* Reflect on own professional practice.
* Take responsibility for and participating in continuing professional development.
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| **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.
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| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
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| *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 or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*   |

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| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent. | E | A/C |
| To possess or be willing to work towards a Level 2 qualification in Business Administration. | E | A/I/C |
| **Knowledge & Experience** |
| Experience of working in a busy administrative environment | E | A/I |
| Experience of liaising with external stakeholders | E | A/I |
| Ability to work effectively within a team environment, and an understanding of roles and responsibilities. | E | A/I/R |
| Knowledge of data protection/GDPR and understanding the importance of maintaining confidentiality. | E | A/I |
| Ability to prioritise own workload and work to deadlines | E | A/I/R |
| A commitment to Safeguarding and Equality  | E  | A/I/R |
| **Technical Skills & Ability**  |
| Able to use office equipment e.g. photocopier, telephone, computer. | E | A/I |
| Excellent communication skills and ability to deliver effective customer service over the telephone and in person. | E | A/I/R |
| Able to follow instructions and work within policies and procedures without direct supervision. | E | A/I |
| 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. |  |  |
| Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook. | E | A/C |
| **Special working conditions**  |
| Ability to attend meetings out of school hours | E | A/I |
| The ability to converse at ease with customers and service users and provide advice in accurate spoken English | E | A/I |
| **Personal characteristics** |
| Excellent communication skills and ability to deliver effective customer service in person, on the telephone and via email | E | A/I/R |
| Have a professional appearance and manner | E | A/I |
| Professional appearance and manner, with the ability to promote a positive ethos in school  | E | A/I |
| Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities | E | A/I |
| Flexible in approach and able to meet the changing demands of the role | E | A/I |