



# **Job Description and Person Specification**

## **Role**

Saint John Southworth Enterprise and Research Alliance (SJSERA) Administrator

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.

# Job Description

## 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 safeguarding and report 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 and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

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

## Key Duties and Responsibilities

- To liaise effectively with the admissions teams of partner teacher training providers and partner schools within the Saint John Southworth Enterprise and Research Alliance (SJSERA) to support the recruitment process of trainee teachers and School Direct applicants
- To arrange induction and assessment days, including booking venues, coordinating catering and managing event logistics
- To coordinate with schools and the Human Resources Team to complete all required recruitment checks, onboarding and offboarding of allocated individuals
- To be a representative of the Trust at recruitment events by attending recruitment fairs and events as needed, which may occasionally include evenings or weekends
- To work with SJSERA members and partners to ensure the smooth organisation and management of school placements
- To act as clerk to the Saint John Southworth Foundation and Saint John Southworth Associations
- To communicate with the Finance Team to oversee invoicing and financial transactions related to responsibilities
- To communicate, advertise and assist in the administration of the range of school-to-school support services available to all SJSERA member schools
- To collect, analyse and report on feedback and evaluation data to assess the effectiveness and impact of school-to-school support activities
- To provide administrative support for the Early Career Teacher, National Professional Qualifications and the Masters of Arts, Humanities and Social Sciences programme
- To manage and update databases related to leadership development, continuing professional development (CPD) and recruitment

- To assist with all aspects of marketing, including the creation and distribution of promotional materials in collaboration with the Strategic Board
- To maintain and regularly update the SJSERA website to ensure accurate and engaging content
- To provide comprehensive administrative support to the Directors of SJSERA, including preparing letters, reports and scheduling meetings
- To arrange and minute meetings for SJSERA, ensuring accurate documentation and follow-up
- To maintain and update the Department for Education (DfE) portal for teacher training with relevant and timely information
- To assist in compiling and interpreting data for DfE returns
- To manage, promote, market and maximise lettings of the Trust's sites in line with its policy and in liaison with relevant stakeholders
- To provide flexible administrative support for ad-hoc Trust projects, ensuring timely coordination, documentation and communication across teams as needed

### **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.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent

convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

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

	<p>and problem-solving skills</p> <ul style="list-style-type: none"> <li>• A proactive approach to identifying and resolving issues creatively and flexibly</li> <li>• Ability to communicate effectively both orally and in writing to a variety of audiences</li> <li>• Excellent stakeholder service skills and the ability to understand the needs of the Trust</li> <li>• Excellent organisational and time management skills and the ability to prioritise work for oneself</li> <li>• Ability to disseminate knowledge and good practice to other members of the Trust</li> <li>• Understanding of the need to meet internal and external deadlines</li> </ul>		
<b>Character and Values</b>	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• Excellent record of attendance and punctuality</li> <li>• Have self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>• Commitment to continuous self-development</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the Trust's wider role in its communities</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand the importance of work/ life balance</li> </ul>		
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010</li> <li>• Flexibility to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>