



Job Description

Post: School Administrator

Grade: JG3

Hours: Full time

Responsible to: PA to the Headteacher

JOB PURPOSE

Working within an administrative team under the day to day direction of the SLT administrator undertaking a range of reception and clerical duties to support the school.

Provide support to the general administrative team as required.

MAIN RESPONSIBILITIES

- Provision of an efficient administrative service within the school. This includes providing administrative support when required e.g. typing, spreadsheets, shredding and photocopying
- Support the school with filing and keeping records up to date.
- Recording and reporting relevant data and management information. This includes collation and input of data, production of standard and bespoke reports, creation of new reports, collection and preparation of information in a suitable format for briefings.
- As directed by the line manager, provide support in the absence of the Attendance Manager.
- Organise interviews/meetings within the school with parents/carers and/or others as appropriate with guidance from the appropriate Manager.
- Contribute to the pastoral support and care within the school.
- Collect students from lessons as required.
- Email parents/carers as required within the school with contacting parents/carers as appropriate
- Undertake routine reception as determined by the line manager, to provide a warm welcome to students/parents/carers and visitors into the school, in a calm and professional manner.

- Take an active role in supporting and developing a culture of team working for the benefit of students. Participate in staff meetings and contribute to the development of policies and procedures for your own continuing professional development.
- Work effectively with teachers, support staff and other professionals, applying their own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing their own knowledge and expertise in a professional and constructive manner.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for your own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of the St Katherine's School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

November 2023