

Job Description	
Post:	Senior Administration Assistant
Pay scale:	Grade 5 SCP 12-17
Responsible to:	Chief Information Officer
Main Location:	Main Location STOC Central Office with travel to other sites
Key Responsibilities	
• Lead on specific administrative projects and initiatives across the Trust • Provide day-to-day oversight and management of administrative workflows. • Provide direct line management to the Administration Team • Independently manage complex administrative tasks including data analysis, reporting and document production. • Liaise with external agencies and stakeholders to support Trust-wide initiatives.	
Main Duties	
• Provide direct line management to the Administration team ensuring clear objectives, regular supervision, and effective appraisal processes are in place to support their performance, wellbeing and professional growth. • Coordinate and lead meetings, including preparing agendas, taking minutes and ensuring follow-up actions for the central, governance and school teams when required. • Maintain and develop administrative systems and processes to improve efficiency. • Ensure compliance with data protection and confidentiality • Support audits and contribute to service improvement initiatives. • Maintain and update Trust-wide platforms including websites, policy registers, and training systems when required. • Provide administrative support to the Trust Data Protection Officer and other senior role holders when required. • Support the Recruitment Team in the recruitment process for STOC Central Office staff. • Support budget monitoring and maintain financial records in line with Trust procedures. • Support the Diary Coordinator in the coordination of Trust-wide events, training sessions and meetings, including logistics and communications.	
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 Trust's policies and ethos. • Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network. • Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation. • Reflect on own professional practice.	

- Take responsibility for and participating in continuing professional development.

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.

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.
- The role will be a mix of working on site at our primary schools initially, and at Trust Headquarters. A valid driving license and access to a vehicle is necessary to fulfil this role.

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, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

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.	Essential	A/I/C
NVQ Level 3 in Business Administration or equivalent level qualification	Essential	A/I/C
Qualification in data management, finance or HR administration	Desirable	A/I/C
Knowledge & Experience		
Previous experience of working in a busy office environment	Essential	A/I
Experience of managing or mentoring staff	Desirable	A/I
Experience in recruitment and induction process	Desirable	A/I
Experience of setting agendas, minute taking and any outcomes are actioned	Essential	A/I/R
Experience of using MS Office and other digital platforms	Essential	A/I
Able to build effective working relationships and work collaboratively	Essential	A/I
Excellent communication skills and ability to deliver effective customer service	Essential	A/I
Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines	Essential	A/I
Experience of using school MIS systems e.g. Arbor, CPOMS	Desirable	A/I
Technical Skills & Ability		
Ability to produce complex documents and reports	Essential	A/I
Ability to analyse and present data to support decision-making	Desirable	A/I
Understanding of data protection and confidentiality	Essential	A/I
Special working conditions		

Willingness and ability to work at different sites	Essential	I
Personal characteristics		
Integrity, honesty, loyalty and fairness	Essential	A/I/R
Ability to work under pressure and prioritise effectively	Essential	A/I/R
Resourcefulness, enthusiasm and resilience	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R