

# ***ST JOSEPH'S SPECIALIST TRUST***

## **Job Profile**

### **General Office Administrator Full Time**

**Name:**

**Date:**

**Job Context:** St. Joseph's Specialist Trust is a non-maintained specialist school and college, registered children's home and adult supported living function (together "St Joseph's" / the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:** Office Administrator

**Main purposes of job** Responsible for the provision of effective and efficient administrative and secretarial support to St Joseph's.

**Accountable to:  
(management)** Office Manager

## **KEY ACCOUNTABILITIES**

### **Policy and Leadership**

- To have a good working knowledge and understanding of all St Joseph's policies.
- Working within the Business & Admin team ensure all policies are vigorously adhered to in practice particularly in relation to health and safety and security to minimise risks to St Joseph's, the staff and the students and where relevant the tenants.
- Working within the framework of St Joseph's policies and procedures to always apply the highest standards of accountability, ethics and confidentiality to all work practices.
- To mentor and provide support and guidance to less experienced members of the Business & Admin team, sharing gained knowledge.
- Engage with the schools Performance Management programme to ensure continued professional development.
- To attend and contribute to staff meetings as required by St Joseph's.
- Share duties within the Business & Admin team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.
- Work within the statutory guidance on the Prevent Duty and have due regard to the need to prevent students from being exposed to extremism, radicalised and drawn into terrorism.

### **Main Duties**

- To provide support for the Senior Leadership Team and associated administrative functions as required.
- To support the Yearly and Event Planning processes.
- To answer incoming telephone calls and action or re-direct as necessary. Answering the telephone will usually take place in the office, however support in the reception area may also be required, both during peak times and the school holiday periods.
- To provide support to the Annual Review process and organise and minute meetings.
- To provide support for the Sleuth database and processes.
- To provide efficient and accurate general clerical, and administrative support.
- To play an effective and professional role within the whole Administration Department providing support and oversight for identified focus areas and cover as required for colleagues.

## **Key Tasks**

### **Leadership Team Support**

- Provide support to the Executive Principal on ongoing projects, the organisation of meetings, including with families and friends of St Josephs, key strategic meetings with significant stakeholders and general work including secretarial duties. Support for meetings and events will include issuing invitations, organising hospitality and supporting the Executive Principal as required at events.
- Support in providing any administrative or diary support required by the Executive Principal, Head Teacher or Deputy Head Teacher.
- Assist as required at any school or care home inspections.
- Support any school information gathering activities relating to student leavers.

### **Yearly and Event Planner**

- Oversee the Event Planning meetings and ensure completion and circulation of event planning documents.
- Organise and assist production of reports for leavers, coordinating input from different staff groups and collating and circulating final reports and other materials.
- Produce drafts for and maintain the Yearly Planner.
- Take the lead on the production and circulation of resources relating to key student events including Enterprise Fortnight (spring term), College and School Class Presentation Events, Leaver's Events (summer term) and the school nativity (autumn term).
- Working with the other Office Administrators, who will provide support and cover, ensuring that they are fully trained in all processes.

### **Annual Reviews**

- Provide support for Annual Review Meetings, in accordance with the agreed policy, to include arranging, preparing papers for, attending and minuting meetings, and assisting in the collation of revisions to Education and Health Care Plans.
- Ensuring the production of annual review reports including liaising with staff to ensure all individual reports are processed. Collate and format reports, liaising with pathway leaders and chairpersons for final proof reading. Circulate reports.

- Ensure all follow up actions arising from meetings are completed or chased as appropriate.
- Oversee and assist in managing the Annual Review email account, responding to all queries, maintain records and updating SIMS accordingly.
- Provide all supporting annual review documents to parents/agents ahead of meeting when accessing via Skype/conference call.

**Administration Department support – As and when required**

- Provide core administrative cover to the residential team in the absence of the Care Team Administrator as required.
- Answer incoming phone calls to St Joseph's, direct them as appropriately and ensure records are kept during the school holiday period and at peak times during the day.
- Provide cover as required for Team around the Child meetings, Child in Need or other professional student-related meetings.
- To support and cover all aspects of the Newsletter production and circulation. (In the absence of the other Office Administrator).
- To provide ad hoc support as required to the administration team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.
- To support effective management of resources in all aspects of the role.
- Act as SIMS (school information management system) student-related database administrator to:
  - Maintain database and implement necessary processes to improve data.
  - Provide oversight of new student files and input new student data into SIMS following admissions processes. Verify all data fields.
  - Verify pupil premium and free school meals entries and records.
  - Conduct related surveys as required.
  - Produce reports from SIMS as required.
  - Working with other staff, ensure student records are complete for new and existing students.
  - Provide support to the education lead on completion of school census returns.
- Provide support and cover (to the Executive Administrator) for the policies review function and deliver agreed aspects of the function if required.

**Other**

- Provide general secretarial duties including; note taking, drafting and typing general / confidential correspondence, working papers, reports and

reviews etc, maintaining appropriate confidential records and files in paper and electronic form.

- Carry out routine admin tasks i.e. production of spreadsheets, reports and forms, photocopying and distribution of education and therapy reports, programmes and correspondence.
- Undertake other tasks as reasonably correspond to the grade and the general character of the post, including other reasonable requests made by the Executive Principal, Directors, other senior staff, Trustees and Governors.

### **Sleuth Behaviour Database**

- Support in overseeing and administering the database including providing logins and support to users when required.
- Support in producing generic physical intervention letters to parents / carer / social workers.
- Verify content is in line with policies and inspection requirements and proof read specific reports.
- Support in attending Sleuth and safeguarding meetings, taking minutes and produce reports. Update the outcomes tracking report.
- Support the administration of the school timetable annually, students to class/house, staff to class/house.
- Provide and circulate when required encrypted full version reports to designated parents / social workers following procedures.
- Assist in producing reports for a range of staff and inspection needs.

### **Evaluation and Quality**

- To provide reliable consistent support delivered on time and to provide cross support and cover to ensure this.
- Ensure that all data and records produced are stored securely and confidentially.
- At all times maintain confidentiality and comply with the data protection policy and procedures.
- To support effective management of resources in all aspects of the role.
- To provide continuity in support to the school, work with all the Business and Admin team members to coordinate peak workloads to make efficient use of staff resources, working collaboratively over the cyclical busy times in each area of work.
- To ensure that all procedures are documented and regularly reviewed and updated.

This job profile is not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to

him/her by the Senior Leadership Team. It will be reviewed once a year and may be subject to modification at any time after consultation with the post holder.

The job profile is drawn up in the light of the following statements.

*The role of Office Administrator is much valued within St Joseph's Specialist Trust.*

*"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".*

**Signed :-** .....  
**Office Administrator**                      **Executive Principal**

**Dated :-** .....  
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