



St Joseph's Specialist Trust, Cranleigh, Surrey

GENERAL OFFICE ADMINISTRATOR

Actual Salary: £20,952 - £22,057 pa

with an additional £1,000 Retention Bonus**

We are looking for an approachable, motivated and adaptable person to join our business and administration team providing high quality administrative support for a varied range of clerical and administrative tasks for the Trust. Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team, with all members of the school community; therefore, excellent communication skills and a friendly, confident and welcoming nature are essential for this position.

Your primary focus will be responsibility for the provision of effective and efficient administrative and secretarial support to St Joseph's, supporting the Senior Leadership Team and associated administrative functions as required and supporting the Yearly and Event Planning processes. Providing lead support to the Annual Review process and organising and minuting meetings. To provide lead support and cover for other Executive Team and Office Team functions. In addition, the role requires you to provide cover and assistance on the telephones during the school holiday period and support on the administration of all admission procedures and timescales policies and procedures review and updates and on newsletter production.

This is an interesting and varied role requiring attention to detail as well as excellent organisation, administration, interpersonal and communication skills. You will need to be confident at communicating with staff of all levels, external agencies and prospective parents and must have empathy for the needs of our students.

Please see the separate Job Profile for the details of the role.

Candidates will be assessed as applications received, therefore early submission is recommended and we may interview and fill the role at short notice if sufficient strong applicants apply.

This is a full-time role whose hours are 8.30am to 4.30pm Monday to Friday (including an unpaid 30-minute break each day) – some flexibility will be considered. 25 days plus public holidays paid per year. Role to commence as soon as possible following completion of pre-start compliance checks.

St Joseph's is a registered charitable trust comprising a special needs school, college, registered children's home and adult supported living houses. Our school and college students are aged 5-19 with complex learning disabilities and severe social communication and behavioural issues. If you are recruited, you will be required to complete Safeguarding and Team Teach positive behaviour support training as part of your induction. Physical and mental resilience are qualities essential for all our employees.

Why St Joseph's?

- £1,000 Retention bonus after 1 month, £250 after 1 year, £500 after 18 months at Trust
- Life insurance and Medical Cashplan
- Free hot lunch during term time provided by our on-site catering team
- Ample free car parking
- Annual performance related pay progression, 1:1 mentoring and CPD training
- Induction programme
- Employee assistance service (confidential, professional wellbeing and counselling 24/7 service)
- Excellent network of support across the organisation including a team of Adult Mental Health First Aid and Occupational Health
- Based on a beautiful 23-acre site on the edge of the Surrey Hills.

By joining St Joseph's you become a key worker. Own transport is desirable due to the rural location of the school.

How to apply

Please call for more information on 01483 272449. To be considered for shortlisting for interview we must receive a fully completed St Joseph's application form (CV can be submitted in first instance for consideration).

At this time, we do not accept applications from candidates wishing to relocate to the UK from overseas or convert a student or graduate visa for this role.

For an application pack (including form, job profiles, person specification and link to our electronic application form), please visit us at www.st-josephscranleigh.surrey.sch.uk/recruitment, or email us at recruitment@stjosephscranleigh.surrey.sch.uk.

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*St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people.
This position requires an enhanced DBS disclosure*