

# **ST JOSEPH'S SPECIALIST TRUST**

## **Job Profile**

### **Administrator (Executive Team)**

**Name:**

**Date:**

**Job Context:**

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and eleven tenants. It has a staff of around 300.

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:** 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**

- Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required.

### **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 lead administrative support for defined executive team functions including support to the Executive Principal and Head Teacher.
- To produce the St Joseph's Newsletter (alternating with another member of staff).
- To provide support to the annual review process and organise and minute meetings (Autumn Term)
- To provide administrative support to other functions,
- To provide support for school inspections.
- To provide cover and support for other Executive Team and Office Team functions.

### **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.

- Provide support as required for the Head Teacher and other members of the Senior Leadership Team, including general secretarial duties.

### **Executive Office Functions**

- Produce term dates for approval by the Executive Principal and ensure that they are circulated when approved.
- Support the Executive Principal on all arrangements for whole school start of term meetings, the planning, the organisation of staff events (Christmas and End of Year), collaborating with the Executive Principal and Head Teacher in relation to staff on the main site and the Director of Care Services in relation to staff in residential care, the Children's Home and Adult Supported Living), and the delivery of any major St Joseph's events.
- Maintain Ofsted-ready/Section 48 files and assist in the preparation and during school/college and children's home inspections as required. Oversee notifications during Ofsted visits. Maintain procedure notes for Education Ofsted visits. Support the preparation for other inspections as required. Maintain compliments folder.
- With the guidance of the Executive Principal, produce the Executive Principal's annual report to Trustees. With the guidance of the Executive Principal and the Head Teacher produce the termly report to Governors for the Executive Principal and the Head Teacher's report.
- Keep the strategic improvement plan up to date (Head Teacher and Executive Principal).
- Provide support and cover for the policies review function and deliver agreed aspects of the function.
- Provide support to other staff and take the lead by agreement on the production and circulation of resources relating to key student events including Enterprise Fortnight, Presentation Evenings, leaver's events and the school nativity.
- Order and circulate Christmas cards and business cards.
- Manage the education calendar as required and ensure all relevant events and planning sessions are included.
- Maintain external contact lists.
- Support any school information gathering activities relating to student leavers.

### **Newsletter Administration**

- Plan, request content for, collate and produce editions of the Newsletter (once per half term) as required by the Executive Principal.
- Ensure Newsletter content is approved on an agreed basis and that permissions are in place for all photographic and other images used in each issue.
- Establish an agreed timetable for the annual production of the Newsletter and ensure that individual issues of the Newsletter are published on time. Work with a colleague to co-ordinate Newsletter production.

- Review, refine procedures for Newsletter collation and production and ensure that they are available for review by other staff as necessary.
- Manage the Newsletter email address.
- To produce the end of term letters to families from the Executive Principal.

### **Meetings**

- With another member of staff, provide support for Team Around Child meetings, Child in Need or other professional student-related meetings, in accordance with the agreed policy, to include arranging, preparing papers for, attending and taking minutes if required. To ensure all follow up actions arising from meetings are completed or chased as appropriate.

### **Intranet**

- Working with the Admissions Officer, audit the currency of and undertake regular review and update of the content held on the St Joseph's intranet pages.
- Update the information when requested by the Principal or a member of the SLT.

### **Event Planning**

- Support Event Planning meetings and ensure completion and circulation of event planning documents.
- Produce drafts for and maintain the Yearly Planner.

### **Annual Reviews (Autumn Term)**

- 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 annual review reports.
- Ensure all follow up actions arising from meetings are completed or chased as appropriate.
- Support the production of Annual Review Reports where required.

### **Reception and phones (as required as part of reception cover team)**

- Provide support for the reception desk at the busy times of the day, including the arrival and departure of students in taxis, during morning and lunchtime breaks and during absences.
- To receive phone calls to St Joseph's, direct them as appropriately and ensure appropriate records are kept.

### **Other**

- Support the executive and office teams through collaboration with the Office Manager on redistribution of key tasks during workload peaks.
- Ensure all records are stored and archived in accordance with St Joseph's policies and participate in onsite and offsite archiving as required.
- 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.
- Carry out reasonable requests made by the Executive Principal, Senior Leadership Team, Trustees and Governors.

### **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 support services 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 drawn up in the light of the following statements.

*The role of 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".*

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**Administrator**

.....  
**Executive Principal**