



St Joseph's Specialist Trust, Cranleigh, Surrey

GENERAL OFFICE ADMINISTRATOR

Actual Salary: £22,431 - £23,160 pa

(37.5 paid hours per week over 52 weeks)

with an additional £1,000 Retention Bonus**

We are looking for a friendly, 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 key for this position. Basic office experience is necessary, and working in a school is advantageous but not essential.

The successful candidate will play a key role in the smooth running of our school office, providing essential support to staff, students, and parents.

Key Responsibilities include:

- Provide administrative support to the school leadership team and staff.
- Maintain and update school records using SIMS (School Information Management System).
- Answer phone calls, emails, and handle general inquiries from parents and visitors.
- Assist with the preparation of reports, letters, and communications.
- Manage student data, admissions, and attendance records.
- Organise meetings, appointments, and events for staff.
- Ensure the smooth day-to-day operation of the school office.

What we are looking for:

- Proven experience in an administrative role, ideally within an educational setting.
- Familiarity with SIMS or a willingness to learn quickly.
- Strong organisational and communication skills.
- A positive and professional attitude with the ability to manage multiple tasks in a busy environment.
- 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.

Early submission is recommended. We reserve the right to interview suitable candidates as received, which may result in the role being filled prior to the closing date.

This is a full-time role with hours 8.30am to 4.30pm Monday to Friday (including an unpaid 30-minute break each day) – some flexibility will be considered. This role includes 25 days holiday plus all public holidays paid. We would consider a job share part-time position if two suitable candidates were found.

St Joseph's is a registered charitable trust comprising a special needs school, college, registered children's home and an adult supported living house. 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. Applications will close on Wednesday April 2nd at 9am.

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 <https://st-josephscranleigh.surrey.sch.uk/work-for-us/staff-vacancies/> or email us at recruitment@stjosephscranleigh.surrey.sch.uk.

*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*