

ST JOSEPH'S SPECIALIST TRUST

Job Profile

General Office Administrator Full-Time / Part-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.
- 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.
- 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.

Main Duties

- 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 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

- 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 Zoom/conference call.

Other

- To support and cover all aspects of the Newsletter production and circulation. (In the absence of the other Office Administrator).
- To support effective management of resources in all aspects of the role.
- Act as SIMS (school information management system) student-related database administrator.
- 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.

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 :-