



**St Joseph's Specialist Trust, Cranleigh, Surrey**

## **GENERAL OFFICE ADMINISTRATOR X 2**

**1 x 42 weeks TT+15 days, actual salary: £22,767 - £24,184 pa**

**1 x 52 weeks, actual salary: £24,562 - £26,090 pa**

**37.5 paid hours per week, 8.30am-4.30pm**

**incl. 25 days holiday & public holidays paid**

**with an additional £1,000 Retention Bonus**

We are looking for two friendly, motivated and adaptable people 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 candidates will play a key role in the smooth running of our school office and will embrace taking a proactive "hands on" approach wherever needed, 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.
- Accurately record comprehensive notes during the students Annual Review meetings to support the effective implementation and monitoring of students EHCP's.
- 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.
- Providing support to the school Receptionist on the front desk when cover is required.
- Additional duties for the 52 week position will include- Providing support to the Director of Business on the admissions process and providing admin support to the fundraising team.

### **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 reliable team player who is comfortable working collaboratively within our small team as well as independently.
- 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 and closed at any time.***

***These are full-time roles with hours 8.30am to 4.30pm Monday to Friday (including an unpaid 30-minute break each day). These roles include 25 days holiday plus public holidays paid.***

***For the 42 week role, this will be worked during term time plus CPD days (39 weeks) plus 15 days to be worked during school closure periods, to cover the office and switchboard with other members of the team.***

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, mental and emotional resilience are qualities essential for all our employees.

### **Why St Joseph's?**

+ £1,000 Retention bonus - £250 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. The closing date is Monday 3<sup>rd</sup> November 2025. We reserve the right to interview suitable candidates as received, which may result in the role being filled and closed at any time.**

**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](mailto: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 and take up of references*