

# Office Administrator

## The role

We have an exciting opportunity for an Office administrator to join our school. The successful candidate will be passionate in working with our children and families to make a difference for them to our children. We are looking to recruit a colleague with both the commitment and relevant skills to embody our culture, enthuse students, and help to raise standards throughout the school. The successful candidate will join the school at an exciting time. Having been judged as 'Good' by Ofsted in December 2021, we are eager to continue our school improvement journey – and we look forward to having you on this journey.

## The successful candidate will:

- Have relevant experience of working in a similar environment.
- Managing the school's admissions processes
- Support the Office Manager with managing the school's teaching cover requirements
- Have strong literacy skills to undertake a variety of tasks and to ensure well-presented and accurate correspondence, reports and other documentation
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities
- Be organised and flexible to the demands of the role.
- Be able to maintain confidentiality and sensitivity.
- Have a positive attitude and sense of humour.

As part Catholic School within the Diocese of Shrewsbury, there is an expectation that the successful candidate will embrace Catholic Life working to demonstrate Catholic Social Teaching in everything that we do.

## Our School

**The Catholic High School, Chester** is an academy where we all strive for excellence. We have a real sense of community, and being part of the community is incredibly important to us. As part of our school improvement journey, we have clear plans to ensure that outcomes continue to improve. Our team approach is evident in everything that we do, and this has been a key factor in securing school improvement in recent years.

We firmly believe in the importance of all of our students achieving a Quality First Education, which in turn enables our students to believe that they can achieve whatever they want to with hard work, determination and self-motivation.

The role is a key support role to all areas of school life enabling all areas of the school to function smoothly and without disruption.

## What we offer

You will be part of the school's support team, supporting the whole school to continue to maintain its high standards and enable students to get the best out of their time at school.

As part of The Catholic High School, Chester you will be open to opportunities to develop as an individual within the school through our Training Programme. The value of being part of our team should not be underestimated, joining The Catholic High School, Chester will mean that you will be part of a supportive and dedicated group of staff who will invest in your professional development. This is a fantastic opportunity to develop your abilities and knowledge whilst working in a supportive environment in conjunction with other very dedicated and professional staff.

The role is Permanent part time role over 39 weeks a year (subject to a successful probation period of 6 months)

**Your hours of work will be 39.5 hours a week Monday to Friday for 39 term time weeks.** (7.30am to 4pm Monday to Thursday and 7.30 am to 3.30pm Friday with 30 minutes each day for lunch)

Pay – Grade 4 SCP 4 – 6 £24,282 - £25,100 fte (actual pay £21,291 - £22,506)

Commitment to support your professional development.

Opportunity to join the Cheshire Local Government Pension Scheme.

You will not be able to take holidays during term time.

For further information, please have a look at our website [www.christofidelis.org.uk](http://www.christofidelis.org.uk)

**Closing date: 3pm Friday 17<sup>th</sup> May**

## Interviews tbc

Further details and an application pack are available from the vacancies page on our website:

[Vacancies - The Chester Catholic High School \(christofidelis.org.uk\)](http://www.christofidelis.org.uk)

Applications should be returned via email or hard copies to: Andrew Kilcoyne, Business Manager [kilcoynea@christofidelis.org.uk](mailto:kilcoynea@christofidelis.org.uk)

*The Catholic High School, Chester is committed to safeguarding and promoting the welfare of all of our students and expect all staff and volunteers to share this commitment. An enhanced DBS check applies to all roles.*

<b>JOB TITLE</b>	<b>Office Administrator</b>
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**Reporting to : SLT PA, Personnel and Office Manager**

**BASIC JOB PURPOSE**

To provide an administrative support to support the smooth running of the school.

**MAIN RESPONSIBILITIES**

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	To manage the schools admissions process for Year 7 intake and in year transfers for Key Stage 3 and 4, liaising with Year Leaders of Learning and Senior Leadership Team.
<b>2</b>	To provide administrative support, e.g. photocopying, typing and collation of pupils files
<b>3</b>	Ability to undertake reception and telephone duties, answering enquiries from staff, pupils, parents and the general public in a calm and professional manner
<b>4</b>	Support the Office Manager with arranging cover for teaching staff when appropriate
<b>5</b>	Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.



## THE CATHOLIC HIGH SCHOOL PERSON SPECIFICATION – OFFICE ADMINISTRATOR

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>		Computer skills. GCSE or equivalent in English and Maths.	Application Form
<b>Experience</b>	Working in a School office	Recent work in a busy office environment	Application Form References
<b>Job Related Knowledge</b>	Previous office experience.  Knowledge of School Management Systems. SIMS, Admissions Plus	All Microsoft programmes	Application Form Interview
<b>Skills and Aptitudes</b>		Ability to relate to children and young people with severe disabilities. Friendly and polite at all times. Good communication skills with pupils, staff, parents and visitors. Excellent telephone manner and effective communication at all levels (verbally and in writing). Able to work with accuracy under pressure.  Well organised.  Self motivated.  Ability to work as part of a team.	Application Form. References Interview

<b>Other Requirements</b>		Ability to work on own initiative. Respect for confidentiality.  Flexibility.  Committed to Safeguarding and promoting welfare of children and young people.	Interview  References