

"Let all that you do be done in love."
1 Corinthians 16:14

St. Joseph's



Gratitude Humility
Courage Service

Harrogate

Acting Headteacher:

Acting Assistant Headteacher:

Address:

Tel:

Website:

E-mail:

Mrs R Rouse

Mrs G Delahay

Coppice Rise, Harrogate, North Yorkshire, HG1 2DP

01423 562650

www.stjosephsharrogate.org

admin@stjosephsharrogate.org

Post Title: ADMINISTRATIVE ASSISTANT PERMANENT POSITION	Grade: NJC Scale Grade A1-B1 points 1-6 Actual Salary: £10,411 - £11,494 per annum Hours and Days: 25.5 hours per week Wednesday and Friday 08:15am to 16:15pm Monday, Tuesday and Thursday 08:30am to 12:00pm Contract Type: Term time only plus 2 INSET days
---	---

Closing Date: Monday 1st November 2021 at 12 noon; shortlisting pm

Interview Date : Thursday 4th November 2021

Please use the CES application form, read Notes to Applicants, complete the Recruitment and Monitoring form and Rehabilitation of Offenders forms.

Please send all completed application forms to admin@stjosephsharrogate.org, for the attention of Mrs Rouse.

St Joseph's Harrogate, a Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. The post is subject references and an enhanced DBS and Barred List check. This post is exempt under the Rehabilitation of Offenders Act 1974.

Post(s) to which directly responsible:

Acting Headteacher & Office Manager

Purpose of job

The post holder will provide effective, efficient and professional administrative support systems to the Office Administrator, Acting Headteacher, Academy Council and staff. We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our staff, assisting in daily office needs and managing our school's general administrative activities.

St. Joseph's Catholic Primary School Harrogate, a Voluntary Academy is part of The Bishop Wheeler Catholic Academy Trust.



The Bishop Wheeler Catholic Academy Trust

is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801

Registered Office: St. Mary's Menston, A Catholic Voluntary Academy, Bradford Road, Menston, LS29 6AE



Responsibilities

- Answer and direct phone calls
- Organise and schedule appointments
- Write and distribute email, correspondence memos, letters
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- To liaise with external agencies.
- To share responsibility for pupil welfare.
- To build school public relations within the community, other schools and other professional bodies.
- To monitor and manage general stock and undertake audits as required.
- To use SIMS, keeping accurate and up to date pupil and staff data records.
- To support the office manager using Parent Pay to organise educational visits and parent payments for school lunches.
- To contribute to the overall ethos, work and aims of the school supporting, where necessary, out of school events.
- To establish constructive relationships and communicate with other agencies/professionals.
- To undertake any other duties that are commensurate with the post.
- Dealing with confidential information both external and internal.

Relationships

The post holder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, BWCAT office and internal and external customers.

Physical Conditions

The post is based at St Joseph's Catholic Primary School, a Voluntary Academy.

The building is accessible by disabled persons.

This post is subject to an enhanced Disclosure and Barring Service check.

The school operates a non-smoking policy.

QUALIFICATIONS (Essential)

Good levels of Maths and English (GCSE (or equivalent) Grade C and above

Signed:

Date:

Name: