



**St Therese of Lisieux Catholic Multi Academy Trust  
Administration Assistant (17 hours) (20/216)**

**Salary Band 2 Starting Salary - £18,562 - £19,312 per annum (full time). Pro rata  
Actual Salary £7,323.02 - £7,618.91 (pro rata for hours worked on a term time  
basis).**

**Permanent (17 hours a week worked over 39 weeks a year)  
Based at St Peter St Paul Catholic Voluntary Academy, Lincoln**

St Peter and St Paul Catholic Voluntary Academy in Lincoln presents a unique opportunity for an enthusiastic and skilled administrator to join our administrative team. The role involves a wide variety of administrative tasks, including the running of reception at times, as well as the opportunity to contribute more widely across the Academy.

You will join a school with a clear vision to unlock the potential of all of our students through our Catholic Virtues.

The successful candidate will:

- Be educated to A Level or equivalent standard
- Have experience of working within a school and/or office-based environment
- Possess excellent verbal and written communication skills
- Be familiar with Microsoft Office
- Be confident and capable of building excellent relationships with teaching and support staff, as well as with students

The work pattern for this role will be as follows:

- Monday to Thursday 10:00am - 12:30pm
- Friday 8:30am – 16:00pm

In return we offer:

- A welcoming community
- A calm and happy working environment with friendly and well-behaved children
- Excellent partnerships between pupils, staff, parents, governors and community
- Suitable training where required

You do not need to be a practising Catholic but must be committed to working within a Christian ethos. All our staff uphold the core virtues and Catholic ethos of the school, regardless of religious denomination, as we work as a community for our children in order to help them to become fully rounded people who achieve excellent academic results.

If you are interested in applying for the post, application packs are available from our website: - <https://www.stl-cmat.org.uk/vacancies>.

**Applications must be submitted by 17<sup>th</sup> May 2021.**

**Interviews will take place on 21<sup>st</sup> May 2021.**

**We reserve the right to close or extend this position depending on application numbers.**

**CV's will not be accepted.**

**The Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. The successful candidate will undergo an enhanced DBS Disclosure check,**



**prior to employment. The Trust is an equal opportunities employer and positively encourages applications from as diverse a group as possible.**

**All shortlisted applicants will need to verify their eligibility to work in the UK at interview.**

**Completed application forms must be received on the Catholic Education Service (CES) application form and returned to the HR department at [vacancies@stl-cmat.org.uk](mailto:vacancies@stl-cmat.org.uk) by the closing date.**



## Administration Assistant

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

<b>Job title</b>	<b>Administration Assistant</b>
<b>Reporting to</b>	<b>Office Manager</b>
<b>Job purpose</b>	<ul style="list-style-type: none"><li>• To support the Receptionist in dealing with all visitors to the Academy in a professional, welcoming manner and efficiently answering, managing and appropriately directing telephone calls to the school.</li><li>• To support the Attendance Officer</li><li>• To support the Administration Team</li></ul>
<b>Salary</b>	<ul style="list-style-type: none"><li>• <b>Band 2 - £18,562 - £19,312pa (actual salary XXXXX)</b></li></ul> Monday – Thursday 10.00 am – 12.30 pm = 10 hours Friday 8.30 am – 4.00 pm = 7 hours = 17 hours
<b>Main Duties:</b>	
	<ul style="list-style-type: none"><li>• To be based in the main school reception to support the Receptionist with:<ul style="list-style-type: none"><li>○ Welcoming all visitors to the school, dealing with them in a welcoming and efficient manner, ensuring visitors are signed in and out as appropriate.</li><li>○ To answer, manage and direct all telephone calls to the school efficiently and effectively.</li><li>○ To maintain and update notices, messages and displays in the main reception.</li><li>○ To phone parents and carers to communicate messages from school.</li></ul></li><li>• To work with the Attendance Officer supporting attendance procedures including generation and distribution of attendance letters.</li><li>• To undertake any urgent photocopying</li><li>• To be the point of contact for the school photographer and the school nursing team when they visit (visits will be coordinated by the Office Manager in conjunction with the Academy calendar)</li><li>○ Liaise with the Site Team to ensure suitable areas are set up and collect students as required</li><li>• To undertake student filing</li></ul>



- To lead the administration for Rewards Evening – there is an expectation that extra hours will be worked at this time to complete tasks
- To cover Reception each Friday
- To undertake other administrative tasks under the direction of the Office Manager



## Person Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Evidence of commitment to continuing professional and personal development	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a busy office environment	Y	
Experience of working on a school reception		Y

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to continual professional development	Y	
Good ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	
Knowledge of school administrative systems		Y

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools		Y
Professional, friendly and approachable and able to relate well to staff, students and visitors	Y	
Excellent telephone manner	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

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<b>E Safeguarding</b>	<b>Essential Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	<b>Y</b>

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