



ST JOSEPH'S COLLEGE

Person Specification

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| Title: | College Administrator and SIMS Manager |
| Start Date: | September 2020 |
| Salary: | Grade 6 - Scp 18-20 |
| Work Pattern: | 36 hours per week. Full time. |

Person Specification and Selection Criteria

| Essential | Desirable |
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| <p>Qualifications and experience:</p> <p>Educated to at least GCSE grade C standard or equivalent in English and Maths.</p> <p>Experience of successful administration experience to support the day to day operation of an establishment/company.</p> <p>Experience of managing data and maintaining accurate records and filing systems.</p> | <p>Further education qualifications in a related field.</p> <p>Experience of providing high-level support in a busy, politically sensitive environment.</p> |
| <p>Knowledge and skills:</p> <p>Experience of development, management and operation of administrative systems.</p> <p>Working knowledge of SIMs</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database/s and internet systems.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</p> <p>Ability to build and form good relationships with students, colleagues and other professionals.</p> | <p>A current knowledge and understanding of appropriate education legislation and requirements, for example safe recruitment, school admissions, safeguarding, exclusions.</p> <p>Ability to lead, develop and motivate a team of staff, delegating duties as required.</p> <p>Working knowledge of the law regarding health and safety legislation, Freedom of Information Act, copyright and data protection.</p> |

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| <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</p> | |
| <p>Personal qualities:</p> <p>Excellent interpersonal skills with ability to maintain strict confidentiality.</p> <p>A diplomatic and patient approach</p> <p>Initiative and ability to prioritise one's own work and that of others to meet deadlines.</p> <p>Efficient and meticulous organisation.</p> <p>Able to follow direction and work in collaboration with the leadership team.</p> <p>Able to work flexibly, adopt a 'hands on' approach and respond to unplanned situations.</p> <p>Ability to evaluate own development needs and those of others to address them.</p> <p>A willingness to seek specialist advice and awareness of where to seek it.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and to the community.</p> | <p>Able to attend evening meetings and events if required.</p> |
| <p>Special Requirements:</p> <ul style="list-style-type: none"> ▪ Enhanced DBS check. ▪ Prepared to present a smart and professional appearance. ▪ Articulate and able to communicate effectively and accurately in oral and written form. ▪ be able to work effectively under pressure. | |

Equalities and Diversity:

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

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David Garrido Headmaster

St. Joseph's College
Beulah Hill
London SE19 3HL

Job Description

College Administrator: Data Systems and Admissions

At: **Joseph's College**
Beulah Hill
Upper Norwood
SE19 3HL

Responsible for: **Management Information Systems (SIMS/Parentpay etc.)**

Reporting to: Finance Director

Grade: Grade 6 Point 18-20

Role Purpose: Under the direction of senior staff be responsible for undertaking administrative, financial and organisational processes within the College.

Job description Purpose of the post:

- To be a College Administrator and perform all necessary tasks requested by your line manager and the Headmaster.
- To undertake a full range of secretarial and administrative duties and to ensure the efficient and effective office and daily business.

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| Administration | <p><i>This will involve:</i></p> <ul style="list-style-type: none">▪ <i>Manage manual and computerised record/information systems.</i>▪ <i>Analyse and evaluate data/information and produce reports/information/data as required.</i>▪ <i>Undertake typing and word-processing and complex IT based tasks for the Senior Leadership Team.</i>▪ <i>Provide personal, administrative and organisational support to other staff.</i>▪ <i>Undertake administration of complex procedures.</i>▪ <i>Complete and submit forms, returns etc., including those to outside agencies e.g. DfE. Census, FSM administration,</i>▪ <i>Provide administrative support to Members of the SLT where required.</i>▪ <i>Manage time effectively</i> |
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| | <ul style="list-style-type: none"> ▪ <i>Manage planning of annual/date sensitive returns to outside agencies.</i> ▪ <i>Management of ParentPay software for School Trips and Lunch income.</i> ▪ <i>Be the first point of contact to support parents with Parent Pay.</i> ▪ <i>Deal with reception/visitor etc. matters at certain time and support reception if required.</i> ▪ <i>Assist in the organisation of school trips/events etc in co-operation with other staff. Ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.</i> |
| <p>Admissions</p> | <ul style="list-style-type: none"> ▪ <i>Responsible for the organisation and management of all procedures relating to admissions ensuring the College's admissions criteria are adhered to correctly and that there is a seamless link between the college and Croydon</i> ▪ <i>Responsible for the processing of all data of new students</i> ▪ <i>Responsible for contacting parents and making transition into the college an easy process.</i> ▪ <i>To support in the organatation of events and activities such as open days, induction and new students events.</i> |
| <p>Resources</p> | <p><i>This will involve:</i></p> <ul style="list-style-type: none"> ▪ <i>Operate relevant equipment/complex ICT packages.</i> ▪ <i>Assist with marketing and promotion of the school.</i> ▪ <i>Manage administration of facilities including use of school premises.</i> ▪ <i>Undertake complex financial administration procedures.</i> ▪ <i>Be responsible for school's registration with Data Protection Agency</i> |
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| | <ul style="list-style-type: none">▪ Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.▪ Be aware of and support difference and ensure equal opportunities for all.▪ Contribute to the overall ethos/work/aims of the College.▪ Establish constructive relationships and communicate with other agencies/professionals.▪ Participate in training and other learning activities and performance development as required.▪ Recognise own strengths and areas of expertise and use these to advise and support others. |
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