

St Gregory's

CATHOLIC SCHOOL



Office Administrative Assistant

APPLICATION PACK

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'Academies in Christ'
Part of the Archdiocese of Southwark



Every child is known and loved

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our secondary school, which forms part of the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world-class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Phil Byrne

Headteacher

St Gregory's Catholic School



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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School vision and values

Our Vision

St Gregory's strives to provide every student in our care with a world-class Catholic education. We are an inclusive and caring community, and one in which every child who enters this school is known and loved.

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach with vigour the opportunities of their education. We aim for our students to guide others by example and, as a servant leader, to use their discernment so they make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance

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Role description

We are looking to appoint an organised and efficient Office Administrative Assistant, ideally from an educational background, to join the friendly office team at St Gregory's Catholic School in Tunbridge Wells. The position requires an adaptable and efficient person to be part of the team, supporting the school office with general administration using appropriate software and systems. You should also be able to work on your own to assist in more complex admin duties as and when required.

You will be responsible for handling incoming calls, face to face enquiries and managing visitors. You will need to cover Reception when necessary and be professional, welcoming and approachable. You will be supporting various teams and leaders on administrative tasks, including Sixth Form Admission, Careers education and Parents Evenings. Experience of using SIMS would be desirable, however, training will be provided. A clear understanding of the principles of Data Protection would also be desirable.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students and a school wide focus on wellbeing
- Dedicated and bespoke CPD time for all staff and personal development opportunities
- Access to our Fitness Suite
- Access to Kent Rewards Scheme
- Generous Pension Scheme Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Job Title: Office Administrative Assistant

Salary: Kent Range 5 £22,595 - £23,693 FTE (£19,608 - £20,561 pro rata)

Hours/Weeks Monday to Thursday 8 am – 4 pm, Friday 8 am – 3.30 pm
Please note there will be a requirement for you to start work at 7.30 am should the Office Manager be absent and then to take time off in lieu of this.
Term Time only plus 5 days (39 weeks)

Line Manager: Office Manager

Purpose of Job: To assist the Office Manager and carry out administrative tasks as part of the school office team.

Key duties and responsibilities:

Key Accountabilities	Key Tasks
General office administration	<ul style="list-style-type: none">• Support school office with general administration using appropriate software and systems (including Microsoft Office, SIMs and Schoolcomms)• To be second in line to deal with incoming phone calls, face to face enquiries and signing in of visitors and to cover for the Receptionist as necessary.



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Job description

To assist the Office Manager with Cover and manage cover throughout the day in the absence of the Office Manager	<ul style="list-style-type: none"> To assist with all aspects of cover <p>To be able to:</p> <ul style="list-style-type: none"> Put all absences requiring cover into the system and to manage the day-to-day cover To act as a point of contact with teachers and supply staff re cover To assist in the organisation and allocation of cover for exam periods and activate room changes. To create timetables for Year 5/6 visits, meltdown days, Maths Mentoring and other activities.
Student timetables	<ul style="list-style-type: none"> To assist the Office Manager with the creation of timetables for students joining the school during the term and at the start of the academic year. To assist with the option process for students in Years 9, 11 and 12 including use of SIMs Options
Reporting and Data	<ul style="list-style-type: none"> To be able to create reports in SIMs as required and to run these To assist with the collection of data to return to external agencies as directed by the Office Manager
To assist the Head of Sixth Form	<ul style="list-style-type: none"> To process UCAS reference and applications if necessary Administrative support for the Sixth Form
Sixth Form Admissions	<ul style="list-style-type: none"> To be responsible for Sixth Form admissions for both internal and external students using Kent Choices and liaising with external applicants in regard to their school application. To assist the Head of Admissions as required
Careers	<ul style="list-style-type: none"> To assist the Careers Lead as required. To organise the timetable for student meetings with the external careers adviser each week and other administration as directed. Administrative support around statutory requirements for careers education
Parents Evenings	<ul style="list-style-type: none"> To manage the administration involved with parents' evenings. Including the use of School Cloud
Reprographics/Stock Taking	<ul style="list-style-type: none"> To manage the ordering of paper/card for centrally used forms and to photocopy and maintain the stock of these. To manage the ordering of office stationery

Person specification

Area	Criteria	Essential / Desirable
Qualifications	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Successful experience of working with students in a school environment	D
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skill	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
Abilities, Skills and Attributes	A practising Catholic	D
	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Ability to form and maintain appropriate relationships and personal boundaries with	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 5 January 2024 at 9am

Interviews to be held on: wc 8 January 2024

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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