



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



ADMINISTRATIVE ASSISTANT

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Administrative Assistant

Reporting to: Headteacher and School Business Manager

Job Purpose: To undertake a range of administrative duties within the school office and reception.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. To deal with enquiries by telephone, face to face and email ensuring that they are dealt with effectively and efficiently.
2. To undertake word processing accurately and in a timely manner as required by staff.
3. Provide routine administrative support duties including photocopying, filing, completion of forms, registers and other required activities.
4. To assist with the maintenance of management information systems.
5. To ensure that visitors to the school are received courteously and politely.
6. To support school events as and when necessary.
7. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
8. To carry out your duties with full regard to the Trust Equality Policy.
9. Comply with health and safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
10. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
11. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Willingness to participate in training and development opportunities	AF, I
	E2	Basic skills/induction	AF, I
EXPERIENCE	E3	Experience of working as part of a team	AF/I/R
	E4	General experience in clerical work.	AF/I/R
SKILLS & KNOWLEDGE	E5	Knowledge of Word, Excel and Teams	AF/I/R
	E6	The ability to communicate with parents and visitors to school.	AF/I/R
	E7	The ability to work to deadlines	AF/I/R
	E8	Be able to use own initiative and work as part of a team	AF/I/R
PERSONAL ATTRIBUTES	E9	Pleasant and friendly manner Reliable	AF/I/R
	E10	Hard-working	AF/I/R
	E11	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF/I/R
SPECIAL REQUIREMENTS	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R
	E13	Be able to conduct a conversation and answer questions, for an extended period of time where necessary	AF/I/R

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EXPERIENCE	D1	Experience of dealing with members of the public	AF, I, R
	D2	Knowledge of GDPR	AF, I, R
SKILLS & KNOWLEDGE	D3	Use of IT Systems	AF, I
	D4	Knowledge of Bromcom	AF, I, R
	D5	Awareness of confidentiality and Safeguarding	AF, I, R
PERSONAL ATTRIBUTES	D6	Ability to work under pressure	I, R
	D7	Excellent health & attendance record	R
	D8	Good time keeping	I
	D9	Able to prioritise	AF, I, R
SPECIAL REQUIREMENTS	D10	Understanding of a school environment.	AF/I/R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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