



# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

*Job information pack*



## Welcome to St Cuthbert Mayne School

Thank you for your interest in the advertised post of School Administrator at St Cuthbert Mayne School. We are seeking to appoint a School Administrator to join our amazing team at St Cuthbert Mayne School.

The purpose of this role is to be one of the first points of contact for our school, providing a professional welcome in line with our ethos and values. You will play an essential part in ensuring communication to and from the school is highly effective. Day to day, you'll manage calls, emails, appointments, and assist with general administrative tasks to support the daily operations of the school.

We are looking for someone who:

- Has effective communication skills
- Has strong IT skills
- Can build strong relationships with staff, students and their families
- Is professional and can model our ethos and values
- Is a team player

At St Cuthbert Mayne School our vision is - *'Educating for life in all its fullness'*. We want all members of our community both children and adults, to flourish and live life in all its fullness both now and in the future.

If you are passionate about making a difference to the life chances of our children then we want to hear from you!

## **About our School**

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

In June 2025, the school was inspected by Ofsted and received a Good judgment across all inspection areas. This followed a highly successful section 48 inspection in September 2024, which inspected the Christian life and mission of the school. The school achieved the highest judgement grade in this inspection. We were delighted that both inspectors recognised the good work that goes on in our school. It is therefore an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

As a joint Roman Catholic & Church of England School, we work in partnership with the dioceses of Plymouth and Exeter as well as Torbay Council. Our school is not part of a Multi-Academy Trust but we are proud to work in partnership with Education South West as part of a strong family of schools to ensure all children live great lives.

Staff who join the school always comment on how friendly, kind and welcoming our staff are. Our staff are key to the success of our school and we share a mindset that we all want to improve, not because we aren't already good but because we know we can be even better. Regardless of their role in school, we are committed to developing all our staff through regular professional development opportunities both in school and through external partners.

To find out more about our school please visit our website: <https://www.st-cuthbertmayne.co.uk>

## The Admin/Reception Team

We have an amazing team of hard working administrators in school. They work in a fast paced environment to provide support to a range of teaching and non-teaching staff in school.

Our Admin/Reception Team is the face of St Cuthbert Mayne and the first port of call for parents and visitors. They respond to face to face, online and telephone enquiries in a professional manner that fits with the values and ethos of our school.

## Contractual Details

<b>Salary</b>	£21,833
<b>Grade</b>	Grade C pt. 4
<b>Hours</b>	37.5hpw from 8:30am - 4:30pm
<b>Weeks</b>	39 weeks per year inclusive of 5 INSET days
<b>Start date</b>	September
<b>Contact Type</b>	Permanent

## Job Description

### School Administrator/Receptionist

<b>Post Title:</b>	School Administrator/Receptionist
<b>Line Manager</b>	Senior Leader - Designated Safeguarding Lead
<b>School Area:</b>	Administration/Reception

#### Key Purpose of Job

- To provide a professional reception/administrative service to the school community.
- To ensure professional interaction with school leadership, teaching and support staff, Governors, outside agencies, students, parents and to carry out any other duties as reasonably assigned by the Headteacher/Line Manager.

#### Key Duties

- Undertake reception duties and answering routine telephone calls, face to face/ online enquiries and signing in visitors
- Operate relevant equipment/ICT packages/MIS systems
- Provide routine administrative support and IT based tasks
- Maintain manual and electronic records/management systems/Visitor information
- Manage the whole school room booking system
- Update content on the school website and social media platforms
- Use Schoolcomms to send out communications where directed by school leaders
- To be a First Aider on the First Aid rota
- Take notes at briefings when required
- Provide general advice and guidance to staff, students, parents, visitors and others
- Attend and participate in relevant meetings and training as required
- To be a point of contact for staff regarding contacting the Caretakers and other key staff
- Passing on urgent messages to students and staff
- Order stationery and other stock as required

#### Safeguarding

- To know, understand and undertake the roles and responsibilities of education staff as outlined in the DfE Keeping Children Safe in Education guidance
- To ensure the school policy on safeguarding is followed to ensure that all students are safe in school
- To adhere to the staff code of conduct at all times

#### School Ethos and Values

- To conduct oneself in a manner befitting a member of school staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst staff and students of the School.

- Promote the health, welfare and emotional well-being of all students and staff.
- Promote equality of opportunity for all students and staff.

#### **Other**

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

**This document outlines the duties required. It is not a comprehensive or exclusive list and duties may vary from time to time, which do not change the general character of the job or the level of responsibility entailed.**

**Roles and job descriptions are subject to an annual review.**

## Person Specification: School Administrator/Receptionist

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Person Specification	Essential	Desirable	Evidence based
<b>Qualifications</b>			
Level 2 qualification in English & Mathematics	Essential		Application Certificates
First Aid Qualification or willingness to undertake the qualification	Essential		Application Certificates
Level 3 qualifications		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
<b>Professional Experience and Knowledge</b>			
Experience of providing high quality customer service	Essential		Application Interview
Experience of providing high quality administrative support	Essential		Application Interview
Experience of working in a school		Desirable	Application Interview
Knowledge of how school Information and communication systems work		Desirable	Application Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
<b>Professional skills</b>			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Effective IT skills and the use of Microsoft/Google platforms/Web Edits	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
<b>Personal Qualities</b>			
Committed to the development and maintenance of good	Essential		Interview

relationships with staff, parents, students, governors, and the community			
Positive, passionate and enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
A team player	Essential		Interview
Solution focused outlook	Essential		Interview
A good decision maker	Essential		Interview
Resilient and able to work under pressure	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
<b>Equal opportunities</b>			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview

## **Application Process**

Full details about this post and how to apply on our website can be found at:

<https://st-cuthbertmayne.co.uk/vacancies/>

**The closing date for this post is: Monday 8th June 2026**

**The interview date for this post is: W/C Monday 15th June 2026**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.