



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

Role Title	Administrator (Operations and HR)
Team/Department	Business Services / Professional Support
Reports To	School Business Manager
Grade/Scale Point	H4 - Scale Point 5-6
Full Time/Part Time	Part Time – 20 hours per week - flexible 40 weeks - Term time plus insets plus 1 week in the school holidays
Created/updated	April 2026

Purpose:

To support the School Business Manager and Deputy Headteacher (Operations) to enable them to provide the highest possible standard of professional leadership and operational excellence.

Primary Job Functions:

Administration/Operations

- Provide outstanding administration support as and when required
- Manage the School Business Manager's daily schedule including diary and mail management co-ordinating all relevant paperwork
- Keep the staff intranet up to date with relevant policies and information
- Provide support for day-to-day operations and events including planning and rotas
- Support the administration of school lettings, e.g. taking bookings/updating booking spreadsheets, sending booking forms
- Act as a Fire Warden assisting with termly fire safety drills
- Assist the Administration Support Team at peak times as requested

Human Resources

- Assist with recruitment and onboarding activities; eg preparing interview packs, arranging interviews, performing background checks (right to work and DBS applications), preparing employment contracts etc.
- Update staff records ensuring that data is kept up to date and accurate, e.g. personnel files and Arbor management information system
- Ensure staff are registered onto the school's online training program, providing timely reminders and reports
- Ensure absence records are updated on a daily basis and absence procedures are adhered to by staff

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Health & Safety and Staff Wellbeing

- Assist with updating risk assessments on an annual basis
- Keep an accurate record of staff accidents or near miss reports
- Refresh staff noticeboards on a regular basis with up-to-date information
- Assist with compilation of employee wellbeing surveys

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

School Business Manager.....

Date.....

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PERSON SPECIFICATION

Essential - Competencies / Skills

The ideal candidate will need to have the following essential competencies:

- Educated to A-Level (or equivalent)
- Excellent written and oral communication skills
- Strong IT skills (MS Office; Word, Powerpoint, Excel)
- Attention to detail and proof-reading skills
- The ability to multi-task
- The ability to work in a fast-paced environment to tight deadlines
- A positive, calm and friendly manner
- A 'can-do' attitude and willingness to be flexible and adaptable
- Ability to work on own initiative and as part of a team when required
- The ability to work at the highest level of confidentiality
- Understanding of the School's ethos and values

Desirable - Knowledge and Experience

Ideally candidates will have the following, although ongoing training and Continual Professional Development (CPD) will be provided

- Experience of providing administration support in either a Human Resources or business capacity
- NVQ level 2 administration (or equivalent)
- Level 1 Safeguarding
- Experience of working in a secondary school environment
- Knowledge of School systems, eg Iris ParentMail; Arbor; MyNewTerm
- Use of training platforms, eg Educare, National College

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