



St Gabriel
the Archangel

Catholic Multi-Academy Trust

Senior Administrator

Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.*

St Gabriel the Archangel Catholic Multi-Academy Trust

**"Be faithful in small things because it is in them that your strength lies."
*Saint Teresa of Calcutta***

Reporting to
Principal

Salary
Point 20-24 £32,597 - £35,412

Purpose of the Role

The post-holder will manage the full range of administrative support for the effective and efficient running of the school in support of the Senior Leadership Team. Ensuring continuity is maintained between staff, students, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

Under the direction of the Principal the post holder will be responsible for leading all administrative processes in the school and liaising with the central executive team for the CMAT.

The Senior Administrator will actively embrace the CMATs core principles to ensure an inclusive and positive environment for our students.

Key Responsibilities

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- To have full responsibility of the administration at OLSC, providing effective performance management as required and directed by the Principal.
- Responsible for the continuing training and development of all school staff, ensuring systems are up to date, and training plans are being adhered to.
- To be the lead co-ordinator for any onsite staff employed via a shared service e.g. facilities or contractors.
- To be responsible for any correspondence, reports and other information as requested by the Principal/SLT.
- Take responsibility for tasks and decisions from the Principal and manage and solve problems as required.
- Undertake a public relations role both within and outside the organisation, being a main point of contact for all non-academic enquiries.
- Attendance and organisation of school events including Open Evenings, Awards Ceremonies etc. Promoting the school in the wider community and within Parishes and Feeder schools.

- Overseeing the development of improved administrative procedures, delegating tasks as appropriate. Responsible for ensuring the school remains compliant at all times in all administrative areas.
- To attend meetings as appropriate, preparing, taking, typing and circulating relevant information, minutes and action points. Ensuring information is provided in a suitable format for a range of audiences.
- To ensure all systems are up to date and the most appropriate for the school.
- Ensuring records are maintained and accurate including student records, Census data, Get Information About Schools and the school website. Ensuring full compliance with statutory reporting duties.
- Review and approval of all school policies – co-ordinating the review of policies across the school.
- Monitor and provide all staff with the minimum training requirements using Every.
- Be responsible for the co-ordination of the admissions process within school, writing the admissions policy under the guidance of the Diocese and CMAT, applying criteria to applications, maintaining waiting lists and attending appeals.
- To actively engage with any professional groups across the CMAT, providing opportunities for collaboration and sharing good practice.

HR & Payroll

- Monitor absence records and ensure the Absence Policy is followed, interviews conducted and referrals made as appropriate.
- Processing of timesheets and other claims in accordance with financial Procedures.
- To co-ordinate recruitment processes as required including advertising of jobs, safeguarding processes have been followed and relevant employment checks are completed.
- Ensure annual leave is booked, approved and monitored for all staff who are eligible.
- Maintaining the school Single Central Record, ensuring best practice is followed at all times.
- Coordinate and complete the statutory School Workforce Census accurately and on time
- Collect, validate, and update staff data in line with DfE requirements
- Maintain accurate records on the school's MIS (e.g. contracts, pay, roles, absences)
- Liaise with senior leaders, payroll, and HR to ensure data accuracy
- Resolve validation errors and respond to census queries promptly

Admissions

- Manage and process applications in line with local authority, CMAT and school admissions policies
- Provide accurate advice and support to parents/carers regarding admissions and transfers
- Maintain confidential pupil records and admissions data accurately

- Liaise with schools, local authorities, and other agencies as required
- Ensure compliance with statutory guidance and deadlines
- Contribute to appeals, waiting lists, and reporting as needed
- Co-ordinate mid-year appeals processes

Whole School Calendar

- Coordinate and maintain the whole-school calendar to ensure accuracy and consistency
- Schedule key events, deadlines, meetings, and termly activities including transition activities
- Liaise with senior leaders and departments to plan and prioritise events
- Avoid clashes and ensure effective use of time and resources
- Communicate calendar updates clearly to staff and stakeholders
- Review and update the calendar regularly in line with school priorities

Administrative Support

- Provide high-level administrative support to the Principal
- Coordinate and produce school prospectus and promotional materials
- Manage exclusions and suspensions paperwork in line with statutory guidance and deadlines
- Maintain and update the school website with accurate, timely information ensuring statutory compliance and best practice
- Draft, proofread, and distribute letters and communications to parents and stakeholders
- Support and manage school social media content in line with school policies
- Ensure confidentiality, professionalism, and consistency in all communications
- Co-ordinate and respond to FOI and SAR requests inline with policy and in collaboration with the Trust DPO.
- Monitoring of general email boxes

Governance

- Provide administrative support supporting the Principal in preparing for Governing Body meetings and committees
- Prepare and distribute papers on behalf of the Principal
- Ensure compliance with statutory governance requirements and procedures
- Support communication between governors, the Principal, and senior leaders
- Manage confidential information with professionalism and discretion
- Support with complaints including minuting meetings

General Requirements

All Academy staff are expected to:

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms.
- Support the work of the wider CMAT

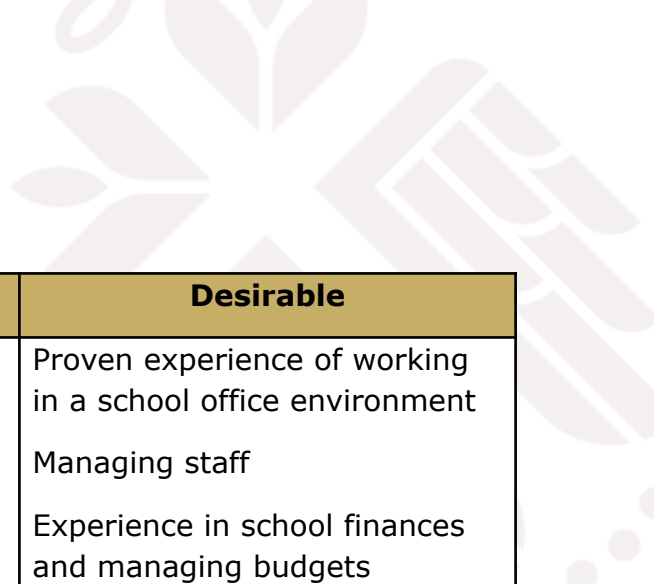
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school and CMAT policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the CMAT.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the CMAT Equal Opportunities Policies.
- Work towards and support the Academy/school vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

Safeguarding

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Benefits

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment



	Essential	Desirable
Experience	<p>Working within an office environment at senior level.</p> <p>Organising, leading and motivating other staff</p> <p>Developing, managing and operating clerical/administrative/financial and organisational systems.</p>	<p>Proven experience of working in a school office environment</p> <p>Managing staff</p> <p>Experience in school finances and managing budgets</p> <p>Analysing and evaluating data</p>
Qualifications/ Training	<p>NVQ Level 3 in Business Administration or equivalent.</p> <p>Excellent numeracy/literacy skills</p> <p>GCSE Maths and English Grade 9-5 or equivalent</p>	<p>Certificate of Business Management</p>
Personal and Professional Qualities	<p>Excellent communication skills, both verbal and written</p> <p>Ability to work under pressure and remain calm in difficult situations</p> <p>Ability to build and maintain effective relationships</p> <p>Ability to work effectively as part of a team</p> <p>Ability to provide excellent customer service, both to internal and external customers</p> <p>Demonstrate a commitment to equality</p> <p>Ability to use discretion and have an understanding of the importance of confidentiality</p>	

Leadership and Skills	Understanding of compliance requirements within schools. Ability to work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines. Excellent organisational skills Able to work flexibly to meet the needs of the school Understanding of safeguarding procedures	Knowledge of school information and financial systems e.g. SIMS, PS Financials or equivalent
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