

JOB DESCRIPTION – Administrative Coordinator (Senior Management and Pastoral Teams)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Administrative Coordinator (Senior Management and Pastoral Teams)
Purpose of Role	<p>The role will provide the highest level of administrative support to the Principal and the two Vice Principals and will act as an outstanding ambassador for the College in all dealings with stakeholders.</p> <p>The Administrative Coordinator will also support the Vice Principal Pastoral (VPP) and the Assistant Principal Pastoral (APP) in their duties by carrying out specific pastoral duties as outlined below.</p>
Department	<p>The Administrative Coordinator will work closely with the Principal, Vice Principal Academic (VPA) and Vice Principal Pastoral (VPP) and will also liaise with other members of the Senior Management Group (SMG), International Baccalaureate Management Group (IBMG) and International College Management Group (ICMG) as necessary.</p> <p>They will also support the HR team and Academic Office when required and assist with preparation for the ISI, ISI-PFE, British Council and other inspections of the College.</p>
Reporting Structure	<p>Reports to the Principal, Vice Principal Academic and Vice Principal Pastoral.</p> <p>Key interfaces: Senior Management Group (SMG), IB Management Group (IBMG), and International College Management Group (ICMG). Liaison with all stakeholders including governors, staff, parents, students, external bodies, and the general public.</p>
Key Responsibilities	<p>Support for Senior Management</p> <ul style="list-style-type: none"> Organise diaries (regular meetings, events from the College calendar, meetings with staff and students, external visitors, and admissions appointments). Support with administrative tasks (e.g. student information, data gathering for meetings, printing, claiming expenses, creating surveys, arranging travel and accommodation for conferences/inspections, reconciling finance statements, drafting and responding to correspondence, creating posters/slideshows and similar for digital display screens etc. Attend regular committee meetings and other ad-hoc meetings to take minutes, record actions and ensure completion. Arrange appraisals for staff line managed by the senior managers e.g. scheduling meetings, arranging lesson observations, proof reading documents. Track and maintain version control of policy documents, issuing reminders when policies need updating, reformatting, and ensuring appropriate publication. Liaise with the HR team regarding recruitment, interviewing and onboarding new staff. Respond on behalf of the Principal to requests for holiday and respond appropriate to staff. Assist the VPA with various committee meetings, which involves collating, formatting, and issuing papers to attendees, attending meetings as requested, taking minutes, arranging refreshments etc. Exercise sound professional judgement, anticipate and solve problems, and take initiatives to reduce the Principals' involvement in routine matters wherever possible. Support the implementation of the College Development Plan.

	<ul style="list-style-type: none"> • Act as ‘gatekeeper’ and facilitate access to the Principals where appropriate, without jeopardising the smooth running of their schedules. • Deal with correspondence including managing the enquiries email inbox, dealing with post, preparing routine correspondence i.e., drafting or responding to replies on behalf of the Principal and Vice Principals, preparing letters, reports, and other documents, always ensuring confidentiality. • Provide support, preparatory work, and administration for various College events and attend such events when requested, including Arrival’s Day, Open Days, and Graduation Day • Maintain administrative and management information systems necessary for the efficient running of the Principals’ offices and the College. • Manage the timeline for the Vice Principals’ preparation of student reports, proof-read the reports and upload them to the College information management system. <p>Pastoral Duties</p> <ul style="list-style-type: none"> • Arrange staff to provide relief cover for boarding houses, ensuring timely and accurate information is provided to the Payroll Officer. • Act as a mentor for individual students when requested, providing on-to-one opportunities for guided support in areas such as time management, personal organisation, and development of interpersonal skills. Further targeted support for individuals or groups may also be required after consultation with the VPP/APP. • Provide support to the boarding Day Duty team in the event of staff absence or instances of unusually high need. Under the direction of the VPP/APP this may include ensuring student attendance at lessons and providing support for unwell pupils who require care and meal delivery. • Be a member of the Safeguarding team, overseeing administrative use of CPOMS, attending pastoral meetings (both boarding and pastoral), and coordinating minutes to ensure appropriate audit requirements are met. • Arrange safeguarding training for all staff in liaison with the HR teams, maintaining accurate records, creating completion certificates etc. • Attend appropriate training, e.g. Level 3 safeguarding training and medication dispensation training, in order to fulfil the above duties and ensure that such training is kept up to date in accordance with requirements. • Provide basic cover in the College nurse’s office when necessary, supporting students and issuing medication in line with protocols. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Administrative Coordinator (Senior Management and Pastoral Teams) may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<p align="center">PERSON SPECIFICATION</p> <p><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i></p>	
<p>Education and qualifications</p>	<ul style="list-style-type: none"> • Educated to IB/ A-level or equivalent (E) • A relevant professional qualification in business management or administration (D)
<p>Knowledge, skills and experience</p>	<ul style="list-style-type: none"> • PA experience gained in a busy professional environment (E) • Familiarity with IT systems for managing data (E) • Ability to summarise complex ideas in writing (e.g. minute-taking) (E) • Good organisational skills with strong attention to detail and accuracy (E) • Excellent communication skills to work effectively with a wide range of stakeholders including the ability to prepare correspondence and reports and to deal effectively with a range of telephone callers and visitors (E) • Experience of working with confidential and sensitive information and an understanding of data protection requirements (E)

	<ul style="list-style-type: none"> • Experience of supporting students with their pastoral needs (D) • Experience of working in similar role in a school or other education setting (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Ability to respond positively with tact, sensitivity, and awareness to enquiries from a wide variety of stakeholders (E) • Ability to prioritise, to work flexibly, and to manage competing and changing priorities (E) • Ability to work collaboratively with others in an effective and supportive manner (E) • A commitment to safeguarding students in line with College policies and procedures (E)
TERMS AND CONDITIONS	
Terms of Employment	Permanent, full-time during College term time plus three additional weeks during the summer break.
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>7 hours a day on 5 days a week Monday to Friday with a one-hour unpaid lunch break (35 hours a week in total) worked during College term time plus one week at the end of the summer term and two weeks prior to the start of the academic year.</p> <p>Preferred hours of work are 8:00 am to 4:00 pm but there is some scope for flexibility</p> <p>Work outside of normal hours will also be required from time to time to meet the needs of the role. Some bank/public holiday working will be required when these fall on dates during the College term.</p>
Salary/Pay	<p>In the range £22,431 per annum to £24,924 per annum (pro rata of £27,000 per annum to £30,000 per annum) dependent on skills and experience.</p> <p>Salaries are reviewed annually with any increase normally effective from 1st September.</p>
Holiday	<p>Holiday entitlement is 4.2 weeks (based on a pro-rated amount of 5.6 weeks).</p> <p>Holiday must be taken during periods when the College is closed to students i.e., holiday should not be taken in term time. The College holidays are typically one week for October half term, two weeks at Christmas, one week for February half term, two weeks at Easter and Summer.</p>
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance – death in service benefit is four times annual salary. • The College offers a confidential 24/7 Employee Assistance Programme. • A cycle to work scheme is offered.

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
Police checks/ DBS	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	<p>This role will close 9am Monday 10th June 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>
Interviews	Interviews will take place in the week beginning 17 th June 2024