



ST JAMES'

CATHOLIC HIGH SCHOOL



Admin Assistant

Candidate Information | June 2024



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous three years
- In 2023, **75% of students achieved at least a grade 4 in English & Maths** while **54% of students achieved a grade 5** in these subjects
- **40 grade 9s and 101 grade 8s in 2023** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamesheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment for September 2024 or sooner

Admin Assistant

Full time 37 hours per week (term time only)

Scale 3: £23,500 - £23,893 pro rata (£19,997 - £20,437 actual)

Hours of work 8am - 4pm Monday - Thursday, 8am - 3:30pm Friday

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school
The governors of the school wish to appoint a confident, dynamic and highly motivated Admin Assistant

Closing Date: Friday 5th July 2024, 12 noon

Interviews: Wednesday 10th July 2024

Please note a current Support Staff CES application form (available from our website) must be completed for this post. CVs will not be accepted. Forms can be emailed to: headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Admin Assistant

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose of the Post

- To provide a comprehensive, efficient and effective administrative and clerical support service for key staff within school. This successful candidate will support the Exams and Data Manager and will also provide support to the Head's PA and School Business Manager

Administration

To provide support to the Exams and Data Manager, becoming proficient in all aspects of the role. Specifically to:-

- Assist in the planning and administration of exams
- Support the Exams Officer to comply with school exam policies to ensure JCQ compliance
- Assist in the day to day administration of SIMS
- Support the Data Manager in operating SIMS Assessment Manager and the school reporting system

To provide support, to the Heads PA in a number of roles. Specifically assisting in:-

- Planning and production of the daily teacher absence cover schedule
- Booking supply teachers/organising internal cover supervisors (in conjunction with DHT as required)
- The maintenance of the SIMS Personnel Module
- Support with the completion of all paperwork and notification to HR for new starters, leavers, salary changes and any other ad-hoc changes. Communication of any HR changes to the School Business Manager
- Support with the completion of staff sickness returns as required and production of sickness absence letters
- Assist with communications via the St James' app
- To support the School Business Manager as and when required
- Assist the Finance Assistant with processing of orders and invoices
- Assist with the scanning and archiving of documents following retention schedules
- To cover school reception each lunchtime and during other periods of absence, including any periods of sickness absence
- To cover the attendance officer during any period of absence
- Assist in the organisation of school and pupil events

General Duties

- To act in accordance with provisions of the School Staff Code of Conduct.
- To abide by the School Data Protection Policy
- To use information technology systems as required, in compliance with the School IT Policy
- To carry out the responsibilities of the post with due regard to all or any of the School equality and diversity policies
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk
- To take part in performance management and undertake/participate in training as appropriate
- To comply with and follow all other school policies and procedures in force and also with the conditions of service stipulated within the contract of employment
- To have an involvement in other associated duties as discussed and agreed with the Headteacher

Other Specific Duties

Many specific responsibilities will require collaborative working with other team members which, as the Admin Assistant, you will develop proactively

This post is subject to Enhanced DBS disclosure and basic online searches

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

The post holder will be expected to comply with all reasonable requests from the Headteacher and School Business Manager to undertake work of a similar level that is not specified in their job description



Admin Assistant

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
Commitment to personal/professional development	✓		✓	
Experience				
Experience of working in a school office environment		✓	✓	
Experience of using SIMS		✓	✓	
General office/reception/admin experience	✓		✓	✓
Experience of preparing work of a high quality with accuracy	✓		✓	✓
Ability to make sound judgements and prioritise multiple demands	✓		✓	✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓	✓
Professional Knowledge				
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety.		✓	✓	✓
Excellent, up to date, working knowledge of MS office suite of applications	✓		✓	✓
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

Kirsty Bowers

PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

St James' Catholic High School

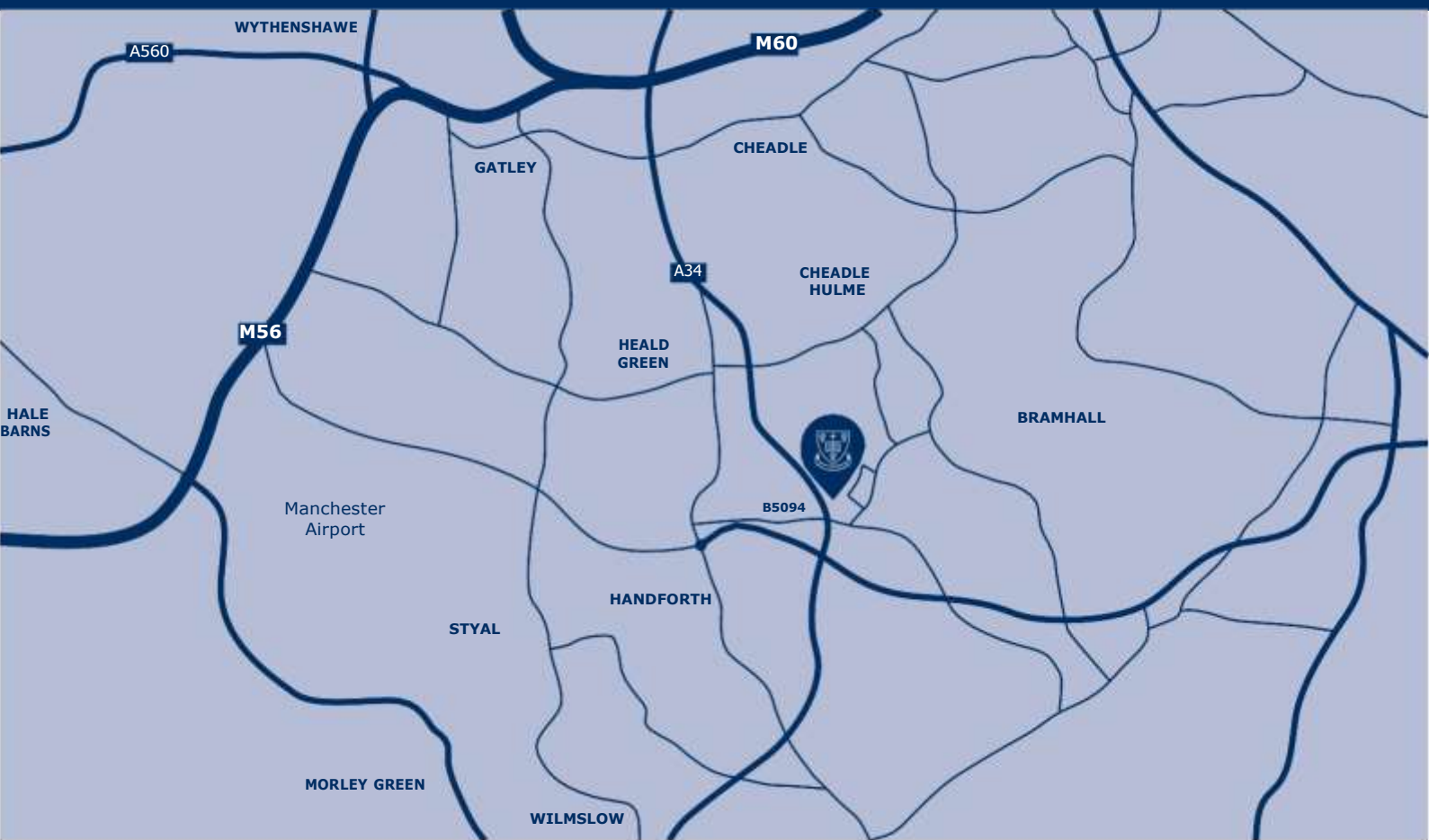
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

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Matthew 19:26