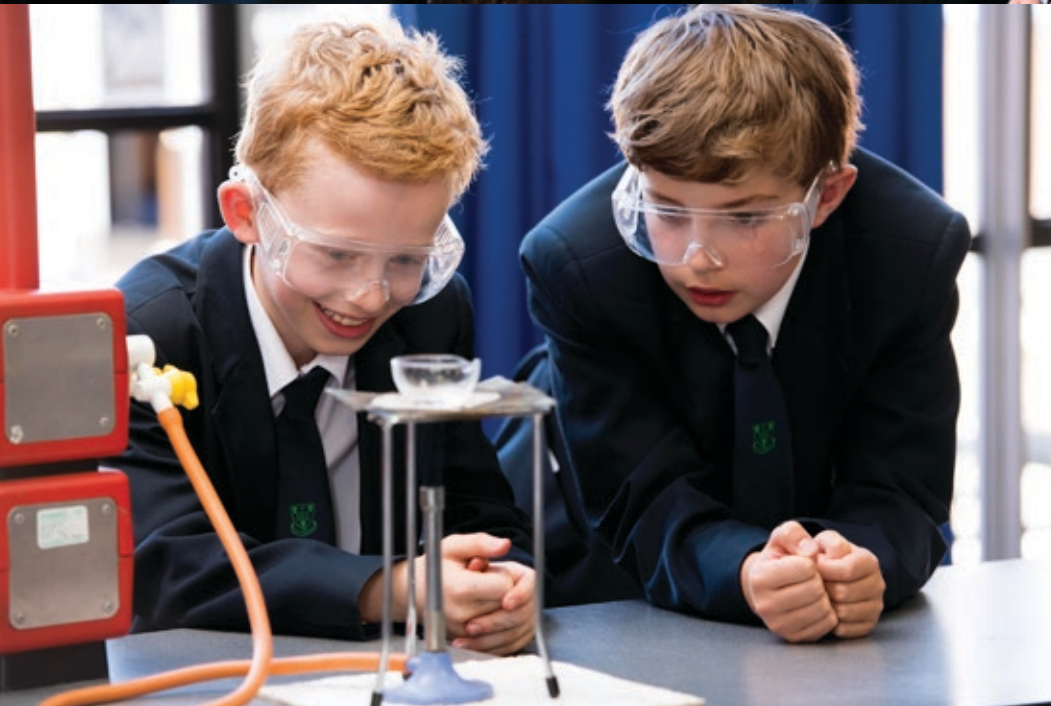


# ST JAMES'

CATHOLIC HIGH SCHOOL



# Admin Assistant

Candidate Information | November 2021



# 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 2017) located in Stockport, South of Manchester. Our school is made up of 800 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 four years
- In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a grade 5** in these subjects
- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities 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 strive for excellence whilst keeping our Catholic roots at the centre of everything we do. 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, or would like to arrange a visit please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

**Anthony Pontifex**  
Headteacher



# Admin Assistant

## Full time 37 hours per week (term time only)

### Scale 3: £18,795 – £19,171 (pro rata)

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 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Admin Assistant

**Closing Date: Friday 3rd December 2021, 12 noon**

**Interviews: Thursday 9th December 2021**

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamesheadle.co.uk](mailto: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

To provide a comprehensive, efficient and effective administrative and clerical support service for the SENCO and Pastoral Team

## Administration

- All administrative and clerical duties needed to support the SENCO and Pastoral Team such as undertaking work on EHCPs, IEPs, IHCPs, Access Arrangements, LAC, Behaviour and Attendance reports
- Answering enquires, typing, sending letters and reports to parents/outside agencies
- Liaising with parents, the LA and other stakeholders as necessary
- Update and maintain the SEND and Medical Needs Register and other records as directed by the SENCO/ Pastoral Team

## Wider responsibilities

- Where appropriate, contribute to any events which involve SEND and Pastoral Team such as Open Evening, Tours, Taster Days
- Undertake First Aid and medical duties, maintain First Aider records including allergy information and manage First Aid supplies

## 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 across the school. 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 any 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
<b>Training and Qualification</b>				
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	✓		✓	
<b>Experience</b>				
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	✓		✓	✓
Knowledge of Exam Access Arrangements		✓		
<b>Professional Knowledge</b>				
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 and Google Drive	✓		✓	✓
<b>Personal skills and qualities</b>				
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	✓		✓	✓
Sense of humour	✓		✓	✓

# Contact

**Kirsty Bowers**

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School

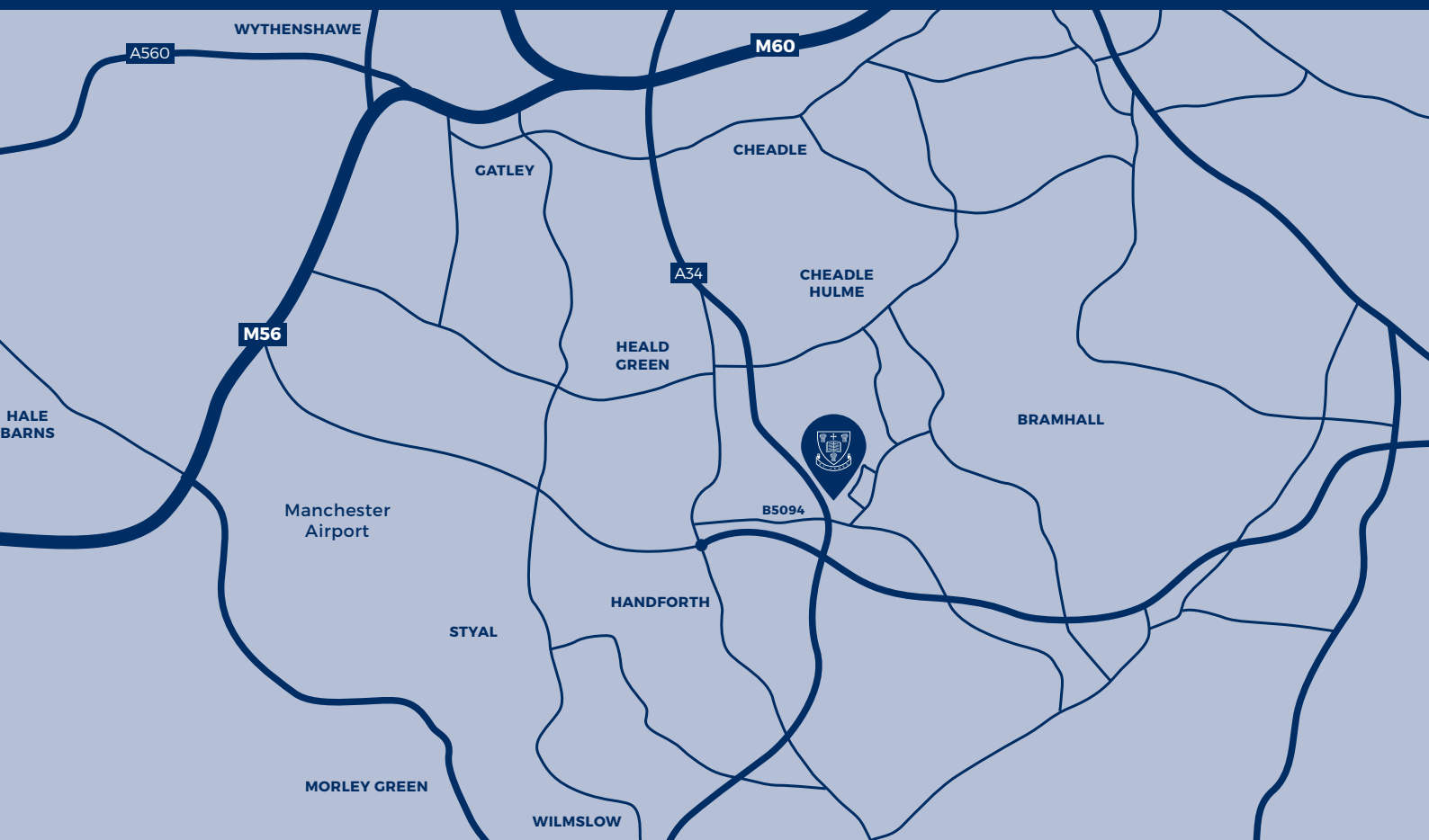
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26