



**Job Description - Administration Assistant, Teach SouthEast
Xavier Catholic Education Trust**

Salary: £15,687 pa actual salary based on XCET salary grade PS 5.2 (FTE £24,977)

Hours: 25 hours per week. Ideally 9:30 - 2:30 daily.
(Hours can be flexible for the right candidate depending on their commitments).

41 weeks per year (Term time + 2 weeks)

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by Gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Reporting to: Partnership Manager

Location: Xavier Catholic Education Trust offices, Salesian School, Guildford Road, Chertsey KT16 9LU

Roles and responsibilities to include:

Recruitment

- Positive presence for candidates interviewing for the initial teacher training programme
- Collation of identification and qualification documentation at interview
- Processing of interview documentation and creation of candidate records

Compliance processing

- Collation of all necessary documentation required by trainee teachers to ensure their compliance to enter the teacher training programme (identification, qualification and right to work)
- Processing of DBS and Fitness to Teach checks for all incoming trainees on the programme
- Maintain an up to date and accurate record of the compliance of each trainee
- General administration as required of the role and in support of the Deputy Director of Initial Teacher Training and Assessment Lead

Desirable qualities and skills

- Attention to detail
- Competent computer literacy, especially Microsoft word and excel
- An ability to communicate clearly and positively
- Adaptability to work within a fast paced and growing organisation
- Tenacity and rigour to conclude projects successfully
- Strong ability to work to deadlines and self-manage
- Initiative to review and evolve current working processes
- Ability to multitask and manage multi-work streams simultaneously

We are looking to appoint a friendly, well organised, efficient person to join our busy team as an administrator. You will be someone who is skilled at interacting with a wide range of people. Previous experience in a secretarial, PA or administrative role is desired but not essential. Training on the job will be given. You will be confident and well presented, have a friendly, positive disposition with a committed and co-operative approach to work, and be highly self-motivated and hardworking with a willingness to learn new skills.

The post is subject to an Enhanced DBS Disclosure. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties for all

- Values: To uphold the values and behaviours of the Xavier Catholic Education Trust
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.

Administration Assistant: Person Specification

- Minimum 3 GCSEs at Grade 4 (C) or above, or equivalent, or able to evidence ability at an equivalent level.
- Good written and oral communication skills.
- Friendly, well organised and efficient, working accurately and effectively.
- Excellent communicator and good team worker, having the ability to communicate effectively with a wide range of people.
- Ability to maintain confidentiality inside and outside the workplace.
- Know when to take the initiative, and when to seek advice.
- Excellent organisational skills, with the ability to prioritise and plan own workload in the context of conflicting priorities and work effectively under pressure.
- Hardworking and committed to striving for excellence.
- Good sense of humour and team spirit.
- Ability to work with others to achieve objectives.
- Committed to upholding the Catholic ethos and values of the Trust.
- Resilient.