



Application pack for:

# Administrative Assistant

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Closing date for applications midday 25<sup>th</sup> July 2022

Interviews will take place on 16<sup>th</sup> August 2022

# Our Mission

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“

Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place,

”

inspired by the Gospel.

*A Vision of Excellence*, approved by the Board, November 2018

# Administrative Assistant

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<b>Job Title</b>	Administrative Assistant
<b>Remuneration</b>	£18,333 to £18,855 (Pro-rata) and appropriate pension scheme
<b>Main Location</b>	Based at Plymouth CAST Head Office, The Edmund Rice Building, St Boniface College, Plymouth.
<b>Start Date</b>	September 2022
<b>Contract Type</b>	18 hours per week. Fixed term contract until 30 <sup>th</sup> April 2023

**Plymouth CAST is one of the largest Catholic Multi Academy Trusts in the country. We are seeking to appoint a highly motivated and enthusiastic person to join our team as an Administrative Assistant to work within our Head Office based at St Boniface College.**

This is fantastic opportunity to work with a proactive and dynamic Trust. You will be an integral part of the Central support team working in a small close-knit team, reporting directly to the Executive Officer. This is an exciting role and requires someone with a good level of organisational, IT and administrative skills.

As an Administrative Assistant you will provide secretarial and administrative support to the Executive Officer and Central Team. This will include the production of letters, emails, reports, minuting meetings and diary management. You will also support with the arrangements of meetings, training events and conferences.

This is a fixed term position until 30<sup>th</sup> April 2023 for 18 hours per week. Your working hours will preferably be spread out over three days through Monday to Friday, with Friday being a compulsory day. Flexibility can be given on the remaining two days. There may at times be a requirement to alter working days if attendance for a particular day was required, if for example in the occurrence of an event being held at the Head Office.

This is an exciting time to join a forward thinking and committed team, to both embed as well as shape working practices for the future.

If you feel that you have the necessary skills and competencies, we would love to hear from you!

The successful candidate will:

- Have proven experience and knowledge of computer software packages, be computer literate and have accurate word processing skills
- Have experience of working within an administrative role
- Have experience of providing administrative support within a busy office environment or equivalent
- Have highly developed organisational skills with the ability to meet set deadlines
- Be honest, friendly and have high levels of integrity

# Administrative Assistant

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## How to apply

If you would like an informal discussion about this role, please email [Careers@plymouthcast.org.uk](mailto:Careers@plymouthcast.org.uk) using the Subject Heading: “Administrative Assistant – Informal Discussion Request” and include your contact numbers in the main body. Tina Parkes, Executive Officer, will contact you.

To complete an application for this role, please click here [Support Staff Application Form](#)

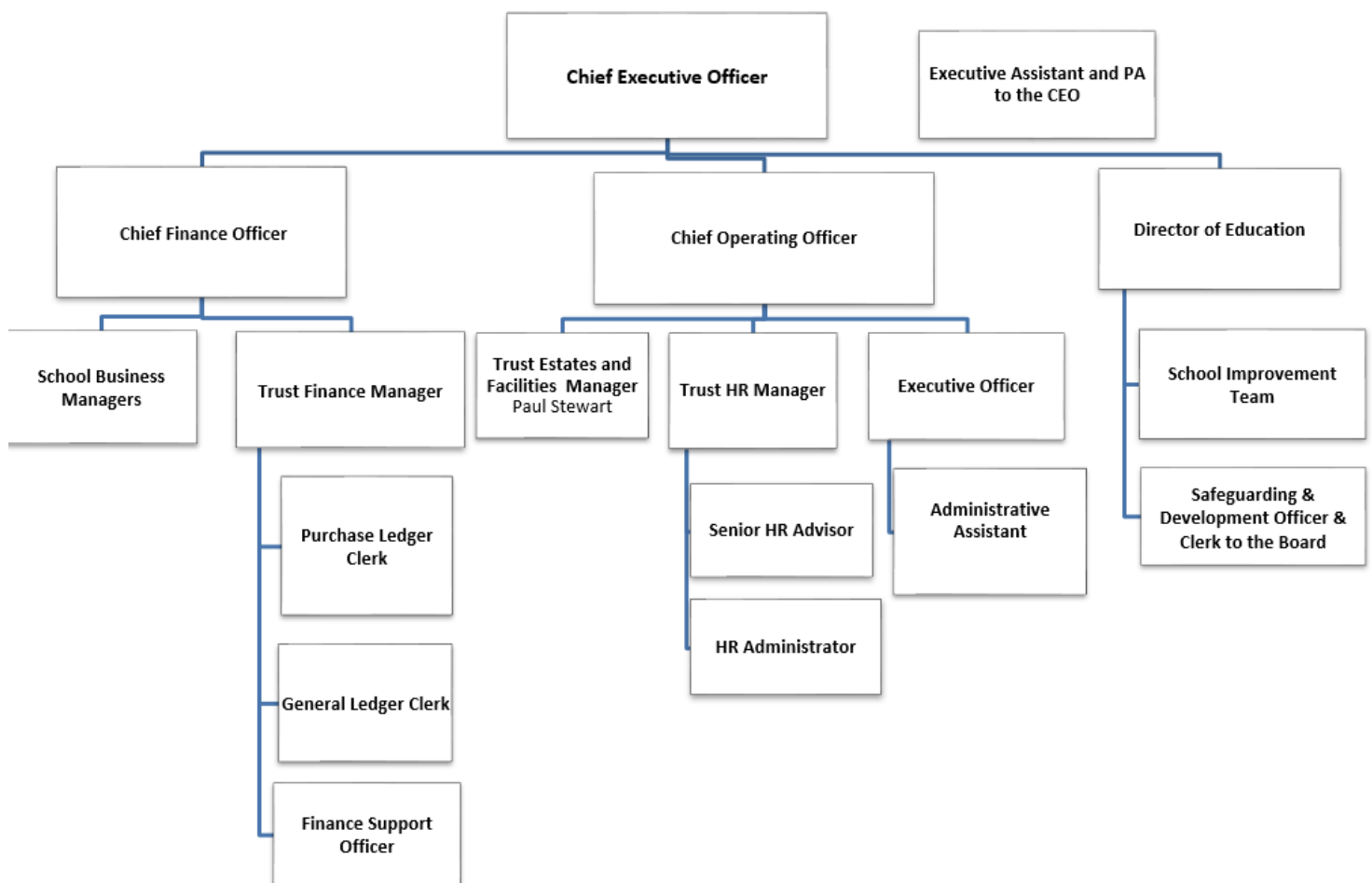
Please send completed forms by email to [Careers@plymouthcast.org.uk](mailto:Careers@plymouthcast.org.uk) or by post to:

The Edmund Rice Building,  
St Boniface College,  
21 Boniface Lane,  
Manadon Park,  
Plymouth,  
Devon,  
PL5 3AG

<b>Closing Date</b>	Midday 25 <sup>th</sup> July 2022
<b>Interview</b>	16 <sup>th</sup> August 2022

# Organisational Chart

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# Job DESCRIPTION

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## Job Title

Administrative Assistant

## Salary Range

Spinal Scale Points: 11 – 14

## Line Manager

Executive Officer

## Base Location

Based at Plymouth CAST Head Office, The Edmund Rice Building, St Boniface College.

There may be a requirement for occasional travel throughout the Diocese of Plymouth.

## Purpose of Role

To provide an essential administrative and secretarial service to the Plymouth CAST support team, to enable Plymouth CAST Officers to support the constituent academies of the Multi Academy Trust (MAT) in a professional capacity.

A key aspect of the role is to assist the Executive Officer in the development and improvement of office systems to meet operational need and the requirements of key initiatives within Plymouth CAST.

## Key Accountabilities

The Administration Assistant Administrative Officer will assist the Executive Officer by:

- Providing secretarial and administrative support to the Executive Officer, Education Standards Managers and Central Team. This could include production of letters, emails, reports, minutes and maintaining confidential files and diary management.
- Provide a professional front of house reception service.

- Assist with the arrangements of and resourcing meetings, training events or conferences, ensuring provision of handouts, taking and actioning minutes, co-ordinating and circulating responses.
- Development and maintenance of office systems and filing including responsibility for confidential information.
- Provide support to Plymouth CAST projects as required.
- Respond to enquiries swiftly and in a professional manner, forwarding to relevant officers as appropriate.
- Organising and providing support at meetings, events, conferences along with the booking of accommodation and travel as directed.
- Preparation of presentation materials, agendas and minutes with circulation to relevant bodies as directed.
- Complete financial tasks on the Financial Management System (FMS) including the completion of purchase orders and any other data input requirements as directed.
- Undertake research and collate information as directed.
- Develop, maintain and update main Plymouth CAST contacts to ensure that Plymouth CAST communication objectives are met.
- Sponsor a supportive and effective working environment by developing and maintaining good working relationships and a continuous improvement culture with colleagues throughout Plymouth CAST.
- Participate in relevant professional development.
- Demonstrate a developed understanding of, and sympathy with, the Church's work and mission in schools.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Plymouth CAST's Articles of Association, the Funding Agreement and CAST policies and procedures.
- Work within the requirements of Plymouth CAST's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake other duties as directed and commensurate with the grading of the role

## Knowledge and Experience

### Knowledge and Skills

- Experience of working with computer software packages including MSO 365, PowerPoint, Publisher, Excel and Access; experience of organising meetings and events, minute taking; proven knowledge of office filing and/or data management systems.
- Excellent IT and numeracy skills are essential to accurately prepare reports and presentation materials.



- Developed organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload. Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to Officers as appropriate
- Developed interpersonal and communication skills to build a rapport and encourage staff within a diverse group of schools, with empathy to work with all levels and competencies. Confident telephone manner.

### **Qualifications and Experience**

- Computer literate with excellent and accurate word processing skills. RSA II or equivalent in word processing/typing; GCSE (Grade A\* - C) in English and Maths. Experience of providing administrative support within a busy office environment or equivalent desirable.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST. A team player who has a positive approach to dealing with issues.

### **Personal Qualities**

- An honest, friendly and open approach with high levels of integrity.
- Experience of working in an administrative role.
- Ability to effectively organise allocated work activities, work to tight deadlines and assist in the effective organisation of non-standard tasks and events.
- Proven organisation skills.
- Being adaptable and have the ability to work independently to solve a range of problems relating to administrative processes.
- Inclusive approach, developing and encouraging team work in schools, staff and professional advisors, with ambition for raising standards throughout Plymouth CAST.
- An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise.
- An ability to work under pressure and to deadline, with frequent interruptions, managing conflicting priorities; to evaluate impact and make independent judgements.
- An understanding of the structures and values of the Catholic Church is desirable (but not essential).
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

### **Expected Outcomes**

- The resources of Plymouth CAST are effectively used in order to further the objectives of CAST

- Information is organised and maintained in an efficient manner.
- Procedures are in place to ensure the communication flow and team workload is understood and manageable.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and the duties may be varied from time to time which do not change the general character to the job, or the level of responsibility entailed.

The contents of this job description will be reviewed with the postholder on an annual basis in line with the Trust's appraisal policy. Any significant change in level of accountability that could result in a change to the grade will be discussed with the postholder before submitting for any re-evaluation.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

# Our GOSPEL VALUES

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Humility - seeing life as a gift

Compassion - empathy

Kindness - gentleness

Justice - working for a fairer world

Forgiveness - reconciliation

Integrity - do what you say

Peace - committed to peace-making, non-violence

Courage - standing up for truth

*A Vision of Excellence*, approved by the Board, November 2018



# Plymouth CAST

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Registered Company No: 08438686