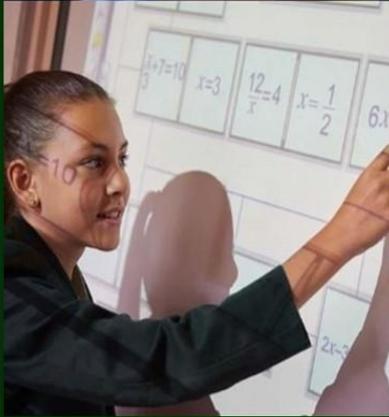
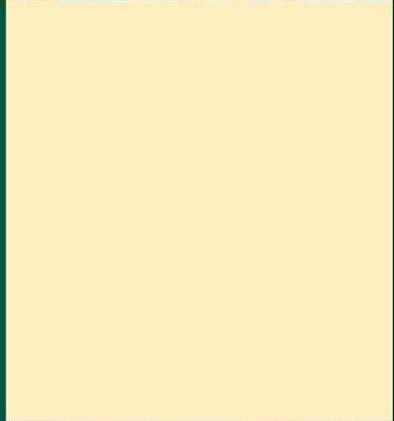


# Recruitment Pack



## Administrator



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144





# Administrator

## St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1285, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

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

## Administrator for January 2022

**In school hours 8.00am-2.30pm - Term time only + 10 days**

**£19,312 Annual F/T Salary**

**Immediate start**

Are you a flexible, organised administrator who enjoys working with young people and thrives in a fast-paced environment where no two days are the same? The role combines a stimulating mix of administration and interaction with students, staff and visitors. You will have strong attention to detail, be process driven with the ability to multi task, prioritise, problem-solve and take ownership of situations.

This varied role offers ad hoc support to all areas of school administration including premises, health and safety, finance, communications, data, admissions, and reprographics.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff.

We are a high-attaining school with student behaviour described as exemplary (OFSTED 2017.)

**To apply:** Please complete the application form available at [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies) and email to Mel Knight, PA to Headteacher [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9 am, Friday 26<sup>th</sup> November

**Interviews:** 2nd December - PM

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.





# Job Description Administrator

**Salary** Annual full-time salary £19,312 Grade 3 pt 5  
8.00am-2.30pm - Term time only + 10 days

## Aim and main purpose of the job

To provide general administrative support as directed by the Business Manager.

## General Accountabilities

- Assist with premises and health and safety compliance
- Provide ad hoc support to all areas of school administration including premises, health and safety, finance, communications, data, admissions, and reprographics
- Undertake word processing, data entry and other ICT based tasks using competency in M.S Office software.
- Manage and run computerised reports, provide lists/information/data as required
- Maintain manual and computer-based records and management information systems e.g. SIMS, maintain and collate pupil records. Experience of school systems e.g. SIMS and Schoolcomms an advantage
- Support the day to day running of student services
- Provide general advice and guidance to students, staff and visitors
- Liaise with parents where required
- Ad hoc reprographics assistance
- Interest in training as a first aider would be an advantage – full training provided
- On occasion, act as a reader/scribe for students undertaking exams
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate in relevant meetings as required
- To follow statutory guidance and school policies including child protection and safeguarding
- Any other duties reasonably required by the Headteacher.

## Details of Line Management

This role is line managed by the St Crispin's Business Manager.

## Notes

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## About us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



## Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)

