

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Student Services Administrator

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

Tel: 0121 444 4161 • Fax: 0121 441 1552

www.bishopchalloner.org.uk • email: enquiry@bishopchalloner.bham.sch.uk



Contents

Job Advert

Job Description

Person Specification

CES Application Form for Support Staff

(see separate Word document)

CES Recruitment Monitoring Form

(see separate Word document)

CES Rehabilitation of Offenders Act 1974 – Disclosure Form

(see separate Word document)

JOB ADVERT



Vacancy: Student Services Administrator

Grade/Salary: £21,269 - £27,514 pro rata (Grade 3)

Hours: 36.5 hours per week, term time only, plus 6 days

Contract type- Fixed Term

Application deadline: Friday 23rd September 2022

NOR 1,224 including 237 in Sixth Form

Contact d.hearnden@bishopchalloner.bham.sch.uk for more details or to discuss your application

Bishop Challoner Catholic College is seeking a hardworking individual to join our Student Services team.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff.

The Student Services team consists of dedicated professionals working on the frontline of school operations dealing with parents/carers, students and staff. The successful candidate will work within our Sixth Form team and undertake sixth form specific responsibilities, as well as whole school administration tasks.

We are looking for an enthusiastic, hardworking and flexible individual who will join a dedicated and experienced team. The ideal candidate will be competent in the use of IT, be personable and approachable, be confident in talking to parents/carers and students and have the ability to work within a fast-paced environment.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please contact Lorraine Houldcroft, PA to the Principal on 0121 444 4161 or visit our website www.bishopchalloner.org.uk/vacancies - please note all applications have to be on the CES support application form. Email applications to Lorraine Houldcroft: recruitment@bishopchalloner.bham.sch.uk

Closing date for applications is: Friday 23rd September 2022 at 10am

JOB DESCRIPTION



Post:	Student Services Administrator
Reports to:	Assistant Principal/Vice Principal
Salary:	£21,269 - £27,514 pro rata (Grade 3)
Hours:	36.5 hours per week, term time only

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Main areas of responsibility

General:

- First point of contact for enquiries to the sixth form
- Day to day liaison and communication with sixth form students.
- Responsibility for the administrative management and payment of the 16-19 Bursary scheme.
- Responsibility for administration duties in relation to the recruitment of sixth form students.
- Provide administrative support to the sixth form team, with specific responsibility for ensuring progress reports, letters, phone calls etc are distributed and made as and when required.
- Registering groups of students for study sessions/cover lessons.
- Support the Work Experience and Careers programme, including the updating of the Work Experience database, liaising with employers and offering support and advice to students.
- Provide administrative support to the smooth running of the reporting system and process.
- Be in attendance at Parent Consultation Days, Open Evenings, Parents Evenings, if and when required. Keep a record of parent's attendance to these events.
- Be in attendance at A Level and GCSE result days and support the smooth running of the enrolment in to Sixth Form on this day.
- Carry out any other administrative duties in relation to the work of Student Services as and when required.
- To support at all times the Catholic ethos of the school

PERSON SPECIFICATION



Post- Student Services Administrator

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Knowledge/Experience		
Experience of working in a school/college environment	✓	
Experience of working with young people in a front facing role	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
Working as part of a team	✓	
Experience of organising, running and evaluating events and activities	✓	
Skills/Abilities		
Flexible approach to working	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Excellent interpersonal skills	✓	
Ability to manipulate data and create reports	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS	✓	
Knowledge of Schoolcomms		✓
Knowledge of Class Charts		✓