

Job Title:	Administrator
Reporting to:	Office Manager: Education Department
Staff Responsible for:	N/A
Location	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To provide high quality administrative support to the Education Department.

Main Duties and Responsibilities

- To provide a high standard of general administrative support to the Schools Officers, Religious Education Advisers and other personnel within the wider Education Department.
- To efficiently manage incoming email, post, telephone calls and enquiries from schools, members of the public and clergy, responding to or re-directing queries when appropriate.
- To undertake general administrative duties: filing, photocopying, scanning, printing, creating and archiving records, maintaining internal databases, preparing reports, ordering stationery and supplies, booking or stocking equipment, and any other general office duties as necessary.
- To support the Office Manager with bookings of meeting rooms, managing diary appointments and organising refreshments or catering where required.
- Assist with the preparation and distribution of memo's, letters, reports, mailings (electronic and hard copy) and any other correspondence as required.
- To support the collection of school building levy and voluntary contribution departments.
- To liaise with the Finance Department as necessary regarding payment of invoices and transfers of funds, recording this on systems where appropriate.
- To provide support on specific projects as deemed appropriate by the Office Manager.
- To support with the preparation and distribution of departmental materials in liaison with the Office Manager.
- To provide administrative support to the planning and operation of departmental events.
- To provide administrative support to the wider administration team and or departmental events in the academic year as directed by the Office Manager (ie. school appeals, Ofsted, governance etc).
- To liaise with members of staff in other departments and external contacts as required.

General

- Where necessary, attend, support, and contribute to in house and external training programmes to aid continuous individual and group development.
- At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
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- To undertake such other duties as may reasonably be required that are commensurate with the post holder's level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Department, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	<ul style="list-style-type: none"> Evidence of good standard of general education 	Application
	Desirable	
	n/a	
Experience	Essential	
	<ul style="list-style-type: none"> Proven experience as an administrator, administrative assistant, or any other relevant role Experience of working in a busy office environment (paid or voluntary) Experience of dealing with a broad range of administrative procedures 	Application and Interview
	Desirable	
Skills and Knowledge	Essential	
	<ul style="list-style-type: none"> IT literate with sound working knowledge and application of Microsoft Word, Excel, and Outlook Strong interpersonal skills and ability to work collaboratively with people at all levels/all disciplines Excellent time management skills with the ability to organise and prioritise workload to meet deadlines A great eye for detail and a methodical approach to work Excellent telephone, face to face and written communication skills 	Application and Interview
	Desirable	
	<ul style="list-style-type: none"> Knowledge of Microsoft Access and PowerPoint Basic understanding of Catholic Schools or Education 	
Personal Attributes	Essential	
	<ul style="list-style-type: none"> In sympathy with the mission and ethos of the Roman Catholic Church Discreet and highly confidential A strong desire to help and assist people Flexible attitude to work tasks undertaken Reliable and Punctual A willingness to undertake training and development where appropriate 	Interview
	Desirable	
	<ul style="list-style-type: none"> Sense of humour 	Interview