



In Confidence

All Hallows Catholic College Associate Staff - Role Profile

Job Title: College Administrator

Reporting to: Office Manager

Attendance: 08.30am to 4pm Monday – Friday (part-time 35 hours per week)
Permanent – Term Time (includes 5 inset days)
30 min break – to be taken in line with business requirements

Salary: £18,933 Grade 4, SCP 4 pro-rata (Actual £15,384 pa)

Role Overview: Co-ordination of College events and transition. Support in the Attendance Office. Assist with the running of the Romero Conference Centre. General office duties.

Key Responsibilities:

- Co-ordinate Parent Consultation Evenings, responsible for making all appointments.
- To collate all information and produce any letters, spread sheets etc for Celebration / Awards evenings for all years 7 - 13.
- Responsible for updating Year 9 Pathways booklet and related documentation.
- To be responsible for the co-ordination of all associated administration for Transition from Primary to Senior School.
- Administration of Feeder Primary Schools All Hallows Experience projects.
- To work under the direction of the Office Manager on the Liverpool Hope University Experience.
- Assist in the Attendance Office 2.5 days per week.
 - Support with registers.
 - Maintaining signing in & out books, late books and recording on SIMS.
 - At the end of the day contact parents / guardians of students who have an unexplained absence.
 - Assist Attendance Officer as required.
 - Support the Medical Co-ordinator with sick students as required.
- Romero Conference Centre.
 - Support Reception with both internal and external customers.
 - Ensure all the Romero rooms are set up in advance as per the requirements of the Client and cleared at the end of the event.
 - Meet prospective clients and show them round the facility.
 - Devise and maintain an up to date database of clients and potential clients for mail shots, calls etc.
 - Order hospitality stock for the Romero Centre and College events.
- General administrative duties.
- First Aid.
- Other ad hoc duties, including reception cover as required.

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