

Job Description – Schools & Colleges Department Administrator

Reports To	Director of Schools & Colleges
Organisation	Roman Catholic Diocese of Clifton
Date	August 2021

Purpose of Job

To support the department in fulfilling its role and responsibility for the oversight of schools and colleges across the Diocese by the provision of data and reports to support the monitoring of schools, and co-ordinating the facilitation of training and events and other administrative support as required.

Key Accountabilities

- Managing bookings for training and departmental events, booking venues and collating appropriate attendance registers
- Producing the department's annual professional development booklet
- Processing departmental invoices
- Setting up and managing excel database to support the production of reports for team members and associated committees
- Dealing with general correspondence and queries
- Preparing resources for team members to support the facilitation of courses, e.g photocopying, labeling
- Support hospitality needs at training events
- Undertaking any other task that would be reasonable according to the needs of the department
- Supporting, if necessary, any other department in Alexander House with tasks that are deemed to be reasonable

Knowledge, Skills and Experience

- Office administration experience
- Be competent in the use of Microsoft 365, specifically Word and Excel
- Be able to work independently and as part of a team
- Well organised, able to work to deadlines and prioritise workload
- Be flexible in terms of work according to the needs of the department
- Good communication skills, both written and verbal

Key Contacts

Internal

- Director of Schools & Colleges
- Colleagues within the Curia
- Chief Operating Officer

External

- School office personnel
- Local Authorities
- Corporate businesses
- Parents and other school stakeholders
- Peer groups across other dioceses

Qualifications

- Good Level of English and Maths
- Valid Driving Licence