

Office Supervisor

Scale 5 (Pt.12-15): £27,009 – 29,532 per annum
Permanent | 35 hours per week | Term Time + 4 weeks
7am – 3pm



St Paul's Way

Education • Foundation • Trust

St Paul's Way Trust School is a highly successful Ofsted Outstanding 'Through School' and 'National Teaching School'. Working closely with our university trust partners – Queen Mary University, King's College, Warwick University, University of Greenwich, University College London and the University of East London – our exceptional and distinctive Sixth Form offers high-quality, academic tuition across a range of A level courses. Our students pursue ambitious pathways with 3 in every 5 students attending a Russell Group University.

To this end, we seek to provide our students with the highest level of academic and pastoral provision enriched with an extensive programme of activities.

The Trustees and Governors are seeking to appoint an exceptionally well-qualified and talented Curriculum Administrator. The successful candidate will have a strong academic and administrative background, a professional and approachable manner to support our administration team in leading our students to reach their full potential.

Key Tasks will include:

1. Ensuring that there is a warm, welcoming and professional feel to our 'front of house' for visitors, staff, students and events.
2. Lead on school cover in liaison with DHT for cover
 - a. Ensuring absence records are maintained and up to date including planned and unplanned absences
 - b. Ensuring appropriate cover is arranged via internal cover supervisors and/or external agency staff for lessons and other support areas.
 - c. To provide an analysis of the absence data to the relevant DHT
 - d. To oversee the booking of rooms and re-rooming as necessary

3. Supporting with the smooth running of the office.
 - a. Ensuring that all records are kept and maintained accurately and comply with requirements of GDPR and Data Protection
 - b. Supporting with the receipt and processing of payments.
 - c. Supporting with the implementing of administrative policies and procedures
 - d. Managing and maintaining the stock of stationary, merchandising and other supplies
 - e. Supporting with the administration of events
 - f. Providing hospitality for meetings and events
 - g. Supporting with the management, maintenance and development of filing systems and databases.
4. To supervise, lead and manage the Office Admin team in the absence of the Admin Manager
5. To provide support to the wider admin team and wider school in the absence of the Admin Manager.

To apply please click the below:

<https://ats-stpaulsway.jobsgopublic.com>

Application closing date: Monday 6th June at midday

Interview date: TBC

St Paul's Way Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to undergo an enhanced DBS Check.

St Paul's Way Trust School is part of the

UST

University Schools Trust

