



"Deo Reddite Dei"

"Give back to God what belongs to God"

March 2023

Dear Applicant,

Administration Manager: Application Pack

Thank you for your interest in the position of Administration Manager at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description
- Our History
- Mission Statement
- How to Apply

The following important documents are also available on our website:

- School Prospectus https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf
- Sixth Form Prospectus https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf
- Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Dympna Lennon
Headteacher

MRS D. LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
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External Advertisement: March/April 2023 Administration Manager

Medway Scale C2

37 hours per week 8am to 4pm (3.30pm Friday) inc. half hour lunch.

Salary Grade C2 Medway NJC points 12-25, £24,496 - £32,020 pro rata

We are looking for a passionate and committed individual to have overall responsibility for the Administration Team, general school and assist with financial administration. The successful candidate will be able to communicate effectively using excellent interpersonal skills with verbal and written. A calm and methodical work ethic is essential as is the ability to work well under pressure.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students aged 11-18. We have recently moved to our brand new school site on City Way, Rochester.

Our mission statement is that '**St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community**'. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent.

We are happy to offer visits and informal discussions of the role: please contact Ellie Fisher, Chief Operating Officer, at e.fisher@stjohnfisher.school, for further information. We are open to agency contact.

Closing date for applications: Monday 20th March at 9am. Interviews will take place shortly after the closing date.

Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

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JOB DESCRIPTION

We are committed to safeguarding and promoting the welfare of children

| | |
|------------------------------------|--|
| Designation: | Administration Manager |
| Grade: | C2 Medway Points 12 – 25 (Currently £24,496 - £32,020) |
| Employed for: | Full Time, 37 hours per week |
| Hours: | 8:00am – 4:00pm Monday to Thursday, 8:00am – 3.30pm Friday, with 30 minute unpaid break for lunch |
| Professional Relationships: | |
| Responsible To: | Chief Operating Officer |
| Responsible For: | Management of the administration team, general school and financial administration |

Person Specification

Essential Skills

- To be able to work independently and show initiative when problem solving
- To be able to recruit, coordinate and train a team of administrators
- To be able to communicate effectively using good interpersonal skills with various stakeholders including Senior Leadership Team, teachers, students and parents
- To be able to confidently construct letters home to parents
- Good level of education 5+ A*-C grades GCSE with En/Ma and Level 3 qualifications or equivalent
- Excellent ICT skills: Word, Excel, E-mail, Internet
- Excellent knowledge of SIMS or ability to learn
- Ability to work independently.
- Attention to detail and accuracy
- Meet deadlines
- Very organised
- Make decisions
- Take initiative
- Work under pressure

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Desirable Skills:

- Experience of working in a school environment
- Experience of leading a team in a work environment
- Good working knowledge placing orders, processing invoices and making payments
- Working knowledge of FMS SIMS module

Purpose:

| Accountabilities | Indicative tasks/actions |
|---|---|
| Lead the administration team | Line management of administration team (Receptionist, Administrators, Reprographics and Cover Officer) Conduct regular line management meetings promoting staff wellbeing and encouraging professional development Managing workload distribution Compile holiday rotas to ensure the school office is staffed during the school holiday periods |
| Responsible for communication with parents/carers | Liaison between external school data service to ensure student reports are completed on time and distributed accordingly Compilation of general school letters and sending via Parentmail and post, as required |
| Coordination of all trip admin | Liaise with teachers organising trips to ensure all admin matters (including payments and risk assessments) are completed |
| Administration regarding the school behaviour policy | Work closely with the relevant member(s) of Senior Leadership Team to complete all necessary paperwork and administration in accordance with the school behaviour policy |
| General office duties | Responding to school telephone calls, emails and letters in timely and efficient manner Staffing the reception desk in the absence of the school receptionist |
| Take responsibility for handling orders within the school | Processing of orders for goods and services (ensuring best value for money) |

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| | |
|--|---|
| | <p>Checking invoices are correctly authorised and input accurately</p> <p>Dealing with routine queries and discrepancies</p> <p>To help with the management of bank accounts, ensuring invoices are paid according to the terms and conditions. This includes processing of BACS payments.</p> <p>Managing and accounting for a small Petty Cash account.</p> |
| <p>Support additional finance activity as needed</p> | <p>Other duties – to provide cover for the Business Manager on a short term basis (if required)</p> |

Equal Opportunities

- Demonstrated commitment to translating equal opportunity policies into operational practice
- Awareness of equal opportunity issues and how they affect service delivery

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St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

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Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymphna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in Spring 2023.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

Our Mission Statement

St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

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Archdiocese
of Southwark





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How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Mrs. E. Liffen, Headteacher's PA
St. John Fisher Catholic Comprehensive School
Ordnance Street
Chatham
ME4 6SG

Or by email to e.liffen@stjohnfisher.school

Closing date for applications: Monday 20th March 2023 at 9am.

We will arrange interviews for strong candidates as soon as we receive applications.

Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date. If you have any questions, please contact Ellie Fisher, Chief Operating Officer, at e.fisher@stjohnfisher.school.

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