

JOB DESCRIPTION

JOB PURPOSE: To provide efficient and confidential administrative support to the senior leadership team

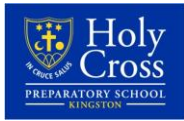
REPORTING TO: Headteacher
Bursar

Main responsibilities:

- To provide effective admin support to the senior leadership team
- To organise meetings & appointments for the senior leadership team ensuring that they are adequately briefed and have all relevant papers
- To support with assemblies, services and masses as necessary (e.g preparing presentations, setting up etc)
- To provide hospitality for visitors as required
- To make travel arrangements and bookings as required
- To act as a minute secretary for meetings
- To liaise, with tact and diplomacy, with other school staff and other stakeholders
- To recognise and utilise PR opportunities
- To aim for excellence in standards
- To be the first point of contact in matters concerning the headteacher
- To write, edit and process correspondence, policies, surveys and documents as directed
- To complete confidential secretarial, administration and clerical duties including the accurate preparation of confidential reports and other documents including class profiles and school profiles (EAL, ethnicity, faith etc)
- To coordinate information for parents including curriculum maps
- To interrogate data and produce reports from SIMS, other school databases and spreadsheets e.g. end of year assessment data and pupil data such as ethnicity, faith, EAL and SEND
- To research and collate senior school admissions information, coordinating communication between schools, parents and Holy Cross Prep
- To maintain the senior school references, results and destinations of year 6 leavers
- To be liaison between school and the FOHC (parent association) and form reps
- To monitor and respond to the form rep social media Q&A feed
- When the situation demands, undertake main office duties and provide cover in instances of absence
- To track all documentation templates that require maintenance
- To prepare and update documentation templates on a termly/annual basis e.g., timetables, class profiles, curriculum maps, long term curriculum plans, reports to parents, lockdown emails
- To coordinate the production and dispatch of pupil reports
- To coordinate administration for school events which will require occasional evening and weekend working e.g. prize-giving, sports day
- To manage the information uploaded to the digital noticeboard

General duties:

- To maintain good relationships and communication with all other members of the administrative staff
- To attend in-service training appropriate to the department
- To maintain complete confidentiality of all information concerning the trustees, headteacher, SLT, staff, parents and pupils that may be known or acquired in the course of work



POSITION: Administrator to Senior Leadership Team

- Ensure skills, including ICT skills, are kept up to date to perform role successfully
- Use discretion in providing information both within and outside school
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Maintain positive, courteous relations with pupils, parents and colleagues
- Respect and follow school policies and procedures
- Engage actively in the performance review process
- Undertake other relevant duties associated with the job purpose allocated at the discretion of the headteacher, bursar or other designated manager

This job description should be seen as enabling rather than restrictive and is subject to review.

Signed: _____

Name: _____

Date: _____

PERSON SPECIFICATION

Essential or desirable	Requirements
Qualifications	
E	GCSE pass (or equivalent) in English Language
D	Recognised admin or secretarial qualification at level 3 or above, or the equivalent gained through experience
Experience	
E	Experience of working in a similar role in a busy, service driven environment
D	Experience of working in a school environment, ideally an independent school
Skills/Knowledge	
E	Excellent interpersonal and communication skills including the ability to relate well to people at all levels with sensitivity, tact and diplomacy
E	Skilled at building positive relationships with all stakeholders (e.g. parents, pupils, staff)
E	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic approach to tasks, with attention to detail
E	Excellent written and spoken English
E	Highly competent in use of Microsoft applications including Word, Excel, PowerPoint, and Outlook to produce quality reports/documents/presentations
D	Familiar with school specific software such as SIMS, Clarion Call
D	Knowledge and understanding of safeguarding relevant to the role
D	Knowledge and understanding of GDPR and data protection
Personal Attributes	
E	Able to maintain high professional standards of attendance, punctuality, appearance and conduct
E	Have a high level of personal integrity, with complete respect for confidentiality
E	Have a positive, can-do approach
E	Self-motivated, energetic and enthusiastic
E	Professional and approachable demeanor in relating to all members of the school community
E	Able to work both independently and collaboratively as part of a team
E	Able to use own initiative
E	Willing to give time to support school events
E	Sympathetic to the Christian ethos of the school
E	Resilient and able to work well under pressure
E	A commitment to promoting and safeguarding the welfare of children within the school and support of the school's policies and procedures