

## JOB DESCRIPTION

<b>Job Title</b>	<b>Administrative and Trips Assistant (Temporary)</b>
<b>Hours of Work</b>	<b>16 hours per week: Monday – Wednesday 8am – 12pm &amp; Friday 12pm – 4pm (no break)</b>
<b>Department / Group</b>	<b>Associate Staff (Academic Services)</b>
<b>Line Management</b>	<b>Deputy Headteacher – Teaching and Learning</b>

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## PURPOSE OF THE POST

To provide direct essential high-quality administrative support for the Deputy Headteacher for Teaching and Learning, Trips and Educational Visits Coordinator.

## Tasks, Duties and Responsibilities

### Supporting the Educational Visits Coordinator (EVC) – Trips, STEM:

1. To support the EVC and Trips Administrator at peak times for trips in the school calendar by contributing to the work of the Trips Team.
2. To have a thorough understanding of the Rooks Heath On-Site and Off-Site Activity Policies.
3. To support the On-Site, Off-Site and ORA (Off-Site Residential Activities) administration process.
4. To ensure that the School Calendar is kept up-to-date with all Off-Site Activities (OSA)/ORAs that are approved.
5. To ensure that staff involved in a trip are entered in Bromcom for cover to be arranged as required.
6. To guide and instruct staff with OSA/ORAs leaders and external providers over On-Site, Off Site and ORA arrangements.
7. To be responsible for ensuring that school staff (trip leaders) adhere to OSA/ORAs procedures, including the completion of all related paperwork within prescribed deadlines.
8. To liaise with the Finance department over budgets for OSA/ORAs.
9. To assist with the filling and storage of paperwork relating to offsite activities in line with School Policy.
10. To prepare 'On-Site and Offsite Activity'/ORA letters to ensure they meet all current legal requirements and Health and Safety rules, as well as satisfying financial regulations.
11. To order coaches as and when required.
12. To liaise with the school reception regarding the copying of consent forms and checking of final details before an on-site/offsite/ORA activity takes place as well as the final list of students going on a trip.
13. To foresee potential problems with planned OSAs/ORAs and act accordingly.

14. To ensure the Deputy Headteacher (Educational Visits Co-ordinator) is aware of any issues regarding OSAs/ORAs e.g. staff malpractice, changes to arrangements, health & safety issues.
15. To prepare packs for each Ordinary or ORA OSA for the Deputy Headteacher that gives them the requisite information in the event of an incident out of school hours.
16. To delegate to Sites Supervisors any special arrangements that need to be made for an on-site activity.
17. To order lunch packs for 'Free School Meal' students if requested when going on OSAs and ORAs.
18. To ensure that trip leaders complete evaluation of the various activities once completed and to discuss their evaluation to log any what went well/even better ifs.
19. To create a weekly list of activities that are due to take place for the Deputy Headteacher to share with the Senior Leadership Group each week.
20. To assist the Deputy Headteacher in maintaining the Events Planner Spreadsheet for On-Site activities.
21. To create termly data reports on the various activities that take place over the course of time, including the demographics of students that attend these activities.

### **Supporting Careers:**

1. To manage and support with interviewing students on a 1-2-1 basis or in small groups as appropriate to both the students and school's needs, ensuring students have a transition and action plan accordingly.
2. To coordinate 1-2-1 interventions for vulnerable students in years 7 to 13 inclusive in liaison with the Careers Advisor.
3. To research careers, options pathways and support organisations to meet young people's needs.
4. To liaise and negotiate with other organisations, on behalf of and with young people.
5. To work with families and carers to access and facilitate the young person's wider support network.
6. To prioritise support and guidance for students and parents at key points in the school year; KS4 Options, Options Evening, Year 9, 10, 11 & KS5 subject carers/parents evening and results days Year 11 in liaison with the Deputy Headteacher STEM and Careers.
7. To manage and develop IT systems for administrative tasks, such as recording interactions with and tracking organisations.
8. To complete all statistical reports where applicable; write reports and complete statutory documentation related to the post.
9. To support the UCAS application process.
10. To establish, maintain and develop links with FE colleges, universities and apprenticeship providers.
11. To establish and maintain links with employers.
12. To lead the school in the coordination and management of all education and career pathway events, including for example, careers fairs.
13. To liaise with the Deputy Headteacher STEM and Careers and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
14. To have responsibility for creating and monitoring the implementation of a Careers Development Plan and contribute, where necessary and appropriate, to the delivery of CEAIG activities.
15. To liaise with the PSHE leader and other subject leaders to coordinate the implementation of careers education into the curriculum.
16. To work alongside the Deputy Headteacher STEM and Careers to organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the Pastoral Programme and Enrichment Curriculum.
17. To gather post-school information from Year 11 and Year 13 leavers and ensure the data is accurately and promptly recorded on the school's information system.
18. To be responsible for organising and updating the school's careers library and appropriate career displays.

19. To support Careers in maintaining the spreadsheet which keeps a log of all activities taking place on-site and off-site.
20. To support the school's work experience placement programme, and coordinate and manage extended work experience placements.
21. To keep up to date with labour market information, legislation, as well as professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies, disseminating this information to the Deputy Headteacher.
22. To support and be part of all internal and external inspections as required.
23. To support the Receptionist with overflow of calls or visitors and covering during busy periods.

### **Supporting the Deputy Headteacher – Teaching and Learning:**

1. To prepare for evening events, including liaising with the print room over student resources, being there on the evening to set up and meet/greet, getting packs to students unable to attend, driving up parental engagement before the event, logging registers after the event.
2. To log registers for Professional Development and after school meetings.
3. To prepare for Learning walks, including liaising with the Senior Leadership Team to find convenient slots, looking up possible lessons that would be available to see (with guidance from the Deputy Headteacher), scheduling lessons, letting staff know when they will be seen and by whom.
4. To liaise with staff about book scrutinies - organising for books to be brought down to specific places, ensuring students get books back afterwards, informing Heads of Department about what will be seen and when.
5. To follow up with the Teaching & Learning team about tasks set during Teaching & Learning meetings - ensuring they are being completed.
6. To liaise with Heads of Department about monitoring cycles, supporting Heads of Department to add links to curriculum management groups as requested, keeping a spreadsheet of links to documents in the Senior Leadership Group folder in Teams and updating these annually, once complete.
7. To help the Deputy Headteacher by collating links into the self-evaluation document and other single areas for easy access.
8. To liaise with Heads of Department about subject curriculum information on the website - attending meetings with the Deputy Headteacher and Heads of Department to document any changes and liaising with staff in charge of the website to get amendments made where necessary.
9. To support the Deputy Headteacher and librarian in building up a library of revision materials (some to be given and some to be lent out) and helping to identify and resource Year 11 students with copies of Past Papers, revision booklets and other materials they might need in the build up to their exams.
10. To keep a record of students who have made requests for revision material.
11. To liaise with Heads of Department about Year 10 students who are buying revision materials on Parent Pay and those who are not - linking this with pupil premium and Disadvantaged students to identify asap students who may need support in accessing relevant materials.
12. To liaise with the Deputy Headteacher, pupil premium lead and SENCo regarding any Teaching & Learning support that may be required for these students and delivering materials to classrooms where necessary.
13. To assist with the administration of pupil premium tuition.
14. To assist with the production of curriculum letters.
15. To support the MCAS shop and delivery of items to tutors (Cover Manager support)

### **Supporting Initial Teacher Training:**

1. To liaise with the Early Careers Teachers (ECTs) and confirm dates of training and observations.
2. To send reminders to staff regarding meetings, training, observations and appraisals.
3. To assist with the appraisals process.
4. To record attendance of all training and observations.
5. To email staff regarding professional development courses and keep a record of requests.

### **Contributing to the Wider Life of School**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.