



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: HIGH LEVEL ADMINISTRATOR - SLT SUPPORT

RESPONSIBLE TO: PAs TO HEAD OF COLLEGE

**LINE
MANAGEMENT
RESPONSIBILITY: NONE**

BUDGET: AS IDENTIFIED

**NON TERM TIME
WORKING
COMMITMENT:**

- 5 Training Days – as set out on the school calendar
- 10 additional days all to be worked at the end of August. Including -
 - GCSE results and surgery days (3)
 - 7 days prior to the first training day in the Autumn Term

MAIN RESPONSIBILITIES:

- 1 To provide high level administrative support for members of the Senior Leadership Team (SLT), Head of Sixth Form, Heads of Year, SENCO and the PAs to Head of College.
- 2 To project manage initiatives on behalf of SLT and the PA's and manage any associated budgets allocated to the event.
- 3 Introduction and implementation of high quality administration and filing systems using ICT to improve efficiencies – diary management.
- 4 To assist in the effective and efficient running of the school office.
- 5 To act as first point of contact within the College for students, parents and others.
- 6 To prepare reports for the Senior Leadership Team.
- 7 To be responsible for all College publicity, media and public relations.
- 8 Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education and Child Protection Procedures.

SECTION 1 - DUTIES:

1	Work with the PAs to the Head of College to provide full and effective administrative support for the whole SLT.
2	Co-ordinate all aspects of College events within the responsibility of the identified SLT person, eg Sixth Form Opening Evening, Presentation Evening, Parents' Evenings, Primary Day, Year 6 Transition Evening. This will involve attending some events in the evenings.
3	Produce typed documentation to a very high standard using relevant IT resources (spreadsheets, word-processing and databases).
4	Produce College publications, eg Prospectus, Newsletter, Options booklet, Transition

	booklet, newsletters (not exclusive).
5	Co-ordinate the production of agenda papers for meetings, attend meetings and produce minutes as required.
6	Manage data input into College information system and prepare reports where required including whole school timetable administration for SLT.
7	Provide efficient administration and management of the wide range of data as supplied to, and used by the School.
8	Undertake general secretarial / receptionist duties – acting as first point of contact with the school, responding to enquiries and passing appropriate messages / information to staff.
9	Collate and prepare student academic data.
10	Provide staff and students with relevant information as requested, including timetables.
11	Liaise with external agencies as required.
12	Work flexibly to meet agreed deadlines and targets.
13	Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
14	Support and aid the opening and distribution of formal, and informal communications in the school, both paper and electronic, internal and external.
15	Assist in the general maintenance of records and data.
16	Work with others in updating and producing all forms of College information.
17	To receive and forward all communications.
18	To action all reception duties as required.
19	To produce the College Bulletin and daily communications.
20	Use of software packages used within the College.
21	To operate the telephone system within the College.
22	To provide First Aid care and support for students, staff and visitors as required.
23	To be pro-active within the College in the promotion of First Aid and related services, to ensure that the College maintains such services in line with the current developments and initiatives and that teaching staff are regularly updated on First Aid issues.
24	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
25	To respond appropriately to students' needs for pastoral problems initially presented as being medical / first aid related.
26	To assist with hospitality arrangements for all functions within the College. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.

Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety and Welfare.

To undergo basic First Aid training and update courses.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

Other Tasks

Any other tasks, duties or services that may be reasonably requested by the PA's to Head of College.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	