

	<b>Job Description</b>	
	<b>Role: Leadership Group Administrator</b>	
	<b>Grade: H5</b>	<b>Reports to: EA to the Headteacher</b>
	<b>Role specifics:</b> Part-time of 2 days per week, term time plus 3 weeks	

### Purpose of the Role

To provide comprehensive administrative support to the two Deputy Heads, and other members of the Senior Leadership Team (SLT).

### Main Areas of Responsibility

- To manage the school's detention process, collaborating with the Deputy Head. Ensure letters received by parents are of high quality, messaging and tone is in keeping the schools communication style and the letter is written in a style that outlines the reasons for the detention but does not cause offence or upset. Register related information on SIMS, including the behaviour and subsequent detention.
- Support the running of whole school events and year group activities, including activities week, open evening, prize giving, concerts, plays, school photographs, parents evenings, etc, working with the Deputy Head to support her in the running of these events. This includes badges ordering and distributing.
- Work together with the Assistant Head to set up and organise all parent evenings, being in charge of all parent communication, and assist in setting up the system for the bookings. Deal with questions from parents and assist in answering questions from staff.
- Provide general and ad hoc administrative support to the leadership team, such as minute taking at Heads of House and Extended ELT meetings. Write up the meeting notes, preparing and checking internal and external communications while maintaining professionalism and confidentiality.
- Provide cover to staff members who are off sick – Reception, Absence monitoring, On call duties, First Aid.
- Cover the Heads EA in certain duties when required- minutes taking, writing letters, etc.
- Undertake bespoke project work to add value to the role and to the school.
- When applicable ensure content for the website is updated and correct, such as term dates, event details for open evenings etc.
- To assist with compliance and regulatory duties.
- To complete annual safeguarding checks.

This is a job share role and requires liaison with another member of staff to ensure work is completed and handed over where necessary.

### Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

### Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

### **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

### **Additional Information**

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Knowledge, experience and personal attributes**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of relevant administrative work</li> <li>• Strong numeracy and literacy skills</li> <li>• Ability to communicate effectively</li> <li>• Strong communication and inter-personal skills, with the ability to confidently liaise with a broad group of stakeholders, including your peer with whom the role is shared.</li> <li>• Good knowledge of Microsoft Office software</li> <li>• Ability to use own initiative and to proactively problem-solve.</li> <li>• Self-motivated, with a methodical approach to providing an exceptional service to SLT.</li> <li>• Strong organisational skills, with the ability to manage sometimes conflicting deadlines.</li> <li>• Attention to detail.</li> <li>• Empathy for young people.</li> <li>• Understands the confidential nature of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Understanding of school's values and ethos.</li> <li>• Previous experience of supporting at a senior level.</li> <li>• Evidence of accredited learning relevant to the post.</li> </ul>

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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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