

Job Description

This job description is a general outline of the typical duties and responsibilities to be carried out in this role, whilst accepting that these may change at the discretion of the Head of School. It is vital that, as the school grows to full capacity, you have the ability and willingness to be flexible and versatile within this role.

You will be required to work term time, INSET days (5) plus three additional weeks. The three additional weeks will be managed/agreed by your Line Manager, some of the hours may involve evening meetings or activities. These will be agreed with prior notice.

Job Title	Administrator supporting the Head of School and Leadership Team
Grade	Scale 6 Range 12-17
Reports to	Head of School
Hours/Weeks	37 Hours 42 Weeks (Term Time + 5 INSET days + 3 Weeks)
Working Pattern	8:30 – 16:25
Liaison with	Head of School and Deputy Headteacher, other Staff, Parents, Visitors, External Agencies, and Governors
Job Purpose	To provide confidential assistance to the Head of School undertaking a full range of secretarial and administrative duties and ensuring the efficient and effective running of the Head of School's office and daily business. To provide administrative support and assistance to the Deputy Headteacher, as required.
Duties	<p><u>Point of Contact</u></p> <ul style="list-style-type: none"> • Act as the main point of contact for the Head of School, taking calls and messages as appropriate • Deal with parent / carer and other external stakeholder queries and decide how to screen telephone calls, enquiries and requests and delegate as appropriate • Use effective gatekeeping skills to deal with telephone calls, enquiries and requests from parents/carers, staff and external stakeholders, delegating where appropriate • Liaise with staff in order to ensure accessibility to the Head of School <p><u>Calendar Management</u></p> <ul style="list-style-type: none"> • Maintain the Head of School's calendar and arrange appointments as appropriate • Liaise with the Head of School on a daily basis regarding events of the day and follow up resultant actions • Keep the Head of School informed at all times about calendar commitments and upcoming deadlines <p><u>Administration and Correspondence</u></p> <ul style="list-style-type: none"> • Provide confidential secretarial and administrative support to the Head of School and Leadership Team • Prepare draft correspondence to the Head of School's specification and consistently produce a high standard of written work • Act as 'quality control' in respect of letters and documents produced by the Head of School, proofreading, drafting correspondence on the Head's behalf and preparing the Head of School's documentation and correspondence as

	<p>requested</p> <ul style="list-style-type: none"> • Manage incoming correspondence to the Head of School, maintain on-line filing and follow-up systems • To have oversight of all administrative aspects of confidential records • To provide administrative support for the Deputy Head of School and produce documents for them as required • To have oversight of the Head of School's email inbox and to organise and prioritise the email correspondence ensuring that all important messages are dealt with in a timely manner • Filter email and paper correspondence to the Head, ensuring that the Head receives all necessary correspondence • Manage the 'enquiries' email for The Trinity School, where possible responding directly to enquiries, but also directing mail to other relevant parties within the school • Be involved in the management of the school's website and social media profiles <p><u>HR / Recruitment / SCR</u></p> <ul style="list-style-type: none"> • To liaise with other members of the support team in the management of the recruitment process • To be operationally responsible for the timely maintenance of the School Central Record, which contains employee details and information on safeguarding checks carried out on both employees, Trustees and visitors to the school • To be responsible for ensuring that visitors to the school provide a valid DBS certificate prior to being allowed unaccompanied access to the school site. • To enter these DBS details on the SCR. <p><u>Line Management</u></p> <ul style="list-style-type: none"> • To act as line manager to other members of the support team, including carrying out the annual appraisal process <p><u>Meeting Guests</u></p> <ul style="list-style-type: none"> • Welcome visitors to the Head of School in a professional manner • Arrange refreshments for meetings as necessary • Liaise with the Clerk to the Trust Board regarding Trust business including arrangements for meetings and refreshments <p><u>The Headteachers' Executive Board</u></p> <ul style="list-style-type: none"> • Ensure that the Head of School is properly briefed and has the relevant documentation prior to attendance at Headteachers' Executive Board meetings • Input all HTEB meeting dates into the Head of School's calendar in a timely manner • Arrange school visits by members of the Trust board and plan the agenda for the day
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	<p><u>Events Management</u></p> <ul style="list-style-type: none"> • Work with designated member of Leadership Team to plan and co-ordinate whole school events (e.g. Prospective Parent Evenings, school concerts), managing complex range of tasks through time and action planning <p><u>Community Development / Corporate Engagement</u></p> <ul style="list-style-type: none"> • Develop effective links, collaboration and the sharing of best practice with local schools and the wider community • Promote/preserve outstanding community cohesion across the school and beyond. On occasion attend out of school hours events <p><u>Developing Self and Working with Others.</u></p> <ul style="list-style-type: none"> • Develop positive and collaborative working relationships with, and between, staff to provide them with appropriate support and guidance in achieving the school's priorities and targets • Regularly review own practice, set personal objectives and take responsibility for own development • Manage own workload and that of others to allow an appropriate work/home life balance • Consistently enhance knowledge in relation to your role utilising self-directed learning <p><u>Pupil Transition</u></p> <ul style="list-style-type: none"> • Develop strategic oversight of school admissions, including mid-year admissions • Assist with the organisation of Transition Days • Liaise with prospective parents as required and organise their visits to the school • Support the Head of School in preparation of appeals documentation
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace • Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy • The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade

Personal Characteristics	Essential: <ul style="list-style-type: none"> • Genuine passion and a belief in the potential of every pupil • Ability to manage confidential and sensitive information with absolute discretion • Flexible, highly organised and able to multi-task and prioritise work to meet deadlines • Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure • Able to take ownership of tasks and work with minimal supervision. • Have exacting standards and a keen eye for detail • Keen to learn and further develop own skills. • Exercise sound judgment, especially relating to confidentiality • Able to communicate clearly and effectively with a variety of audiences • Project a positive and confident demeanour 	A S I T
Alignment with vision	Essential: <ul style="list-style-type: none"> • Relentless drive to do what it takes to ensure all pupils succeed • Ability to instil and ensure high expectations 	A S I
General	Essential: <ul style="list-style-type: none"> • Demonstrate a commitment to equality • Good understanding of Health & Safety • Understand and implement child protection procedures • Understand procedures and legislation relating to confidentiality • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance and share knowledge with others 	A S I T