



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION**



<b>Job Title</b>	<b>Billericay Teaching School Alliance - Administrative Support Temporary</b>
<b>Grade/Salary</b>	<b>Band 3, points 17-21 – (£5,306.97 - £5,842.23)</b>
<b>Hours</b>	12 hours per week - term time only (There is an element of flexibility on when hours can be completed)
<b>Date Required</b>	As soon as reasonably possible
<b>Closing Date</b>	Monday 24 February at 09.00 am
<b>Interview Date</b>	Week commencing Monday 24 February 2020
<b>Reporting To</b>	Director of the Teaching School Alliance (TSA)

### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

Billericay School is a strategic partner of Billericay Teaching School Alliance, supporting support staff, and teacher development from ITT to Headteacher, and in areas of ITT, CPLD and School to School Support. Billericay school is committed to System Leadership.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

### **About the TSA**

The Billericay Teaching School Alliance (TSA) is based within the grounds of the Billericay School and benefits from its own office-suite accommodation. This organisation works collaboratively with Infant, Junior, Primary, Secondary and Special Schools, Colleges, Local Authorities, Universities Professional Bodies and other external agencies and establishments across a wide area to drive a School Led, self-improving system for the benefit of all children across the educational spectrum.



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**Purpose of Job:**

This is an ideal opportunity to further develop a wide range of essential administrative skills within a fast paced forward thinking and innovative organisation.

- To work with the TSA Director and TSA Administrator to carry out day to day administrative tasks in order to ensure the successful and effective running of the TSA.
- To work with schools and colleges, local authorities and external training consultants on the organisation of courses, programmes, conferences and other events and opportunities available to teaching and non-teaching staff that improve the quality of education for all children.

**Main Duties:**

- To work with internal/external partners and schools on opportunities, courses/delivery and provision via a variety of communications including telecom, e-platforms, bookings and meetings/events.
- To manage and maintain a range of operational information relating to the teaching school alliance business (i.e.: marketing materials, excel spreadsheets, and data).
- To update information relating to programmes, courses and other events via our website and online booking tool (no website expertise needed).
- To be competent in the use of IT, including MS Word, Powerpoint, Outlook and basic Excel,
- To carry out general administrative tasks including copying of training materials, TSA related documentation; ordering of stationery; collating of feedback obtained from programme evaluation forms; ordering of refreshments; setting up of training rooms in preparation for courses; escorting delegates from reception to training room as required.
- To provide support/advice to all parties wishing to engage in TSA business.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.