

Senior Leadership Team Administrator (Full-time)

Job Brief

Hours of work

37 hours per week

8am to 4pm Monday to Thursday

8am to 3.30pm Friday

The above times include a 30 minute unpaid lunch break

Purpose

To provide a comprehensive, efficient, and professional administration service for the Senior Leadership Team. To support the organisation and planning for all whole school events and work closely with the Senior Leadership Team to successfully market and promote the Academy.

Responsibilities

- Provide confidential administration support to the Senior Leadership Team and as required, including word processing correspondence, reports, schemes of work, agendas, minutes, policies, development plans, composing standard replies etc.
- Organise and maintain the SLT diaries, anticipating and understanding priorities and deadlines; arranging appointments as appropriate and ensuring that they are adequately briefed on matters to be discussed
- Be responsible for whole school communication, forwarding emails to the appropriate member of staff in a timely manner and ensuring all correspondence leaving the school is of a professional standard and to seek continuous improvement of these services
- Deal with parents and other external stakeholder queries. Screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school
- Meet and greet all the SLT's visitors, ensuring they are welcomed in a polite, friendly, and efficient manner.
- Ensure that all deadlines are met with your own work and that of the SLT, especially deadlines for actions from Governor meetings
- Arrange hospitality requests for any events/meetings involving the SLT
- Book and organise training on behalf of the SLT including relevant travel and accommodation bookings
- Attend confidential student and staff meetings, take notes, prepare documentation, and distribute to relevant parties under the direction of the SLT
- Provide administrative support for the DSL and DDSL, as requested
- To be aware of the confidential nature of issues and to always work within the school policies and procedures
- Attend SLT and Staff Briefing meetings as note taker and distribute the agendas and minutes in a timely fashion

- To be responsible for organising the administration for whole school events such as Open Evenings, Mornings and Achievement celebrations as well as hospitalities for teaching staff, training days, meetings and special events
- Provide cover of the School Office during holiday periods
- Assist the Clerk to the Governors with preparation of paperwork for all Board of Governor and Sub-Committee meetings
- Assists in the recruitment and selection process, drafting advert, short listing, interviewing and selecting suitable candidates and participates in a structured induction programme for new staff.

