

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

JOB DETAILS

Job title:	Admin and SLT Support Officer
Directorate:	The Garden School
Reporting to:	Office Supervisor
Grade:	Scale 5 SP 22 £24,135 (Actual Salary: £20,825)
Hours:	36 hours per week, term time only (08.00-16.15) plus 5 days

Job Description

Main duties and responsibilities:

Pupil Admin:

- To support the Pupil Admin Manager with the organisation of annual review and EHCP meetings.
- To send annual review communications and prepare meeting documents.
- Assist in setting up the meeting room for annual reviews and EHCP meetings.
- To support in the maintenance of pupil files.
- To use parent text message service as and when required.

Cover and HR:

- Liaise with teaching agencies and class teachers regarding cover needs.
- Managing special leave forms, ensuring all authorised leave is recorded in the cover book.
- Ensure that cover staff are signed in correctly, have the right identification and complete the correct documents to allow them to be on site and send them to collect classrooms.
- Support in maintenance and filing of staff HR and CPD files.
- Assist with recruitment admin.
- Provide admin support for TA review and appraisal process.

School Trips:

- Scheduling transport arrangements for school trips ensuring accurate driver communications.
- Managing timesheets for minibus drivers.
- Managing taxi and coach bookings.
- Arranging maintenance of school minibuses.



Admin Support to SLT:

- Providing general admin support to SLT.
- Organise and attend SLT and Multi Agency meetings to take accurate minutes.
- Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales and minutes are sent in a timely manner.
- Provide support for Governors meetings by liaising with the clerk, ensuring paperwork is prepared and room is set up.
- Maintaining the diary for the Headteacher / SLT, arranging appointments and meetings as appropriate, and ensure that s/he is adequately briefed on matters to be discussed.
- Making travel and catering arrangements for the Headteacher and SLT.
- Assembling and preparing papers required by SLT to attend meetings, preparing reports and responding to requests for information.
- Handling all confidential correspondence with discretion. Sorting and prioritising all incoming post.
- Supporting senior managers in the organisation, detailed planning and advertising of events, such as school prom, parents evening, fundraising events, training workshops.
- Scheduling annual school photographs & health professional visits.
- Complete filing for SLT.

Other Responsibilities:

- To undertake additional or other duties as directed and deemed appropriate by the Office Supervisor.
- Provide support for reception covering as and when required including providing break/lunch cover.
- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Provide support for absent colleagues in the admin team as necessary.
- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.



Job Description and Person Specification

Job title:	Admin & SLT Support Officer
------------	-----------------------------

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
1. National level 2 or equivalent qualification in related area or equivalent experience.		✓
2. National level 2 in Literacy and Numeracy	✓	
Experience		
3. Experience of providing high-level support in a busy, fast paced environment.	✓	
4. Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment.	✓	
5. Experience of producing meeting minutes and documents of a high quality.		✓
6. Experience of maintaining databases accurately	✓	
7. Experience of scheduling meetings	✓	
Knowledge		
8. Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.		✓
9. High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.	✓	
Skills		
10. Excellent telephone manner.	✓	
11. Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
12. Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
13. Ability to build effective working relationships with a wide variety of individuals.	✓	
14. Proven high communication skills, oral and written in order to produce detailed reports and memos.	✓	
15. Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbal and in writing, negotiating ability and tact to promote good relationships within and outside the school.	✓	
16. Draws logical and accurate conclusions from sometimes complex information.	✓	
17. Embraces responsibility for identifying sound and effective solutions to a variety of	✓	

Job Description and Person Specification

different problems.		
18. Experience of managing and organising a senior manager's daily and forward work programme.	✓	
19. Ability to act as minute taker as directed by senior managers.	✓	
20. Demonstrates an attention to detail and an ability to stick at routine tasks.	✓	
21. The ability to set up and develop administrative systems, for checking, monitoring data the ability to use information technology to a high degree of expertise.	✓	
22. Ability to ensure the Council's anti-discriminatory strategy and equal opportunities policies are implemented and monitored.	✓	
23. Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management.	✓	