



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Administrator to the Senior Leadership Team (SLT)
Grade:	SCP 6 – 11 37 Hours per week, Term Time Only FTE: £25,183 - £27,269 Actual salary to be pro-rated to Term time
Purpose of Job: <ul style="list-style-type: none"> To work alongside the Headmaster, executive assistant to the SLT and the wider SLT in the strategic running of the school To provide administrative support for the work of the SLT The role is directly line managed by the executive assistant on the SLT: Simran Sahota 	
JOB DESCRIPTION Core role <ul style="list-style-type: none"> The administrator to the Senior Leadership Team will work in close proximity with the Senior Leadership Team (SLT) in areas of high confidentiality on a daily basis. Complete discretion is therefore of the utmost importance. The successful applicant will offer excellent administrative skills and, whilst experience of working in an educational environment would be desirable, for the right candidate it is not essential. The successful candidate will be able to work with initiative and foresight to a very high standard and contribute to the smooth running of the School's management and administrative functions. They should possess excellent communication skills in order to present the appropriate image of the School and strong organisational skills and flexibility to meet tight timescales. MAIN DUTIES The duties may include any or all of the following: <ul style="list-style-type: none"> Providing administrative support to the SLT for day-to-day matters as required Provide support for the executive assistant to the SLT with regards to HR functions of the school (staff recruitment, single central record, etc) Assisting the SLT with staff recruitment and induction, including that of trainee teachers Administrative support for the school's co-curricular programme through the Evolve system and through liaison with Mercian finance (with the relevant assistant head) To provide support for the curriculum group (via the deputy head), minuting meetings and providing departmental administrative support when required To provide support for the recording and administration of staff CPD and lesson observations (with the relevant assistant head) Assist the SLT in the compilation and production of such reports and records as may be required by the Governors, MAT, Local Authority or DfE (e.g. behaviour and safeguarding records) To work with the admissions team in preparing materials and making arrangements for the Year 7 and 12 open evenings, including preparing press advertisements and other planning for the events To raise PSF finance orders on behalf of the SLT Organising and storing paperwork, documents and computer-based information, using IT systems such as SIMS, Edulink and CPOMS Helping to prepare various booklets/handbooks for printing Maintaining pigeonholes for staff and updating when necessary Offering support to the executive assistant for managing of the main school 'enquiries' email account and other communication channels, as appropriate Offering support to the executive assistant for the running of meetings/events and managing refreshments Providing administrative support with any general clerical work and filing To provide administrative support in meetings (as directed by the SLT) Liaising with staff, pupils, Governors, parents and other stakeholders where appropriate 	

- Understanding and following school policies, particularly those connected to safeguarding and GDPR
- Helping to organise particular school events/projects

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Behavioural and pastoral

- To assist in the promotion of high standards of behaviour and conduct within the school
- Assist in maintaining good discipline of pupils at QMGS (in line with the school's behaviour policy)

Other

- To work within and encourage the School's Equal Opportunity Policy
- Other duties as may reasonably be requested by the Headmaster, SLT or executive assistant to the SLT.

PERSON SPECIFICATION

Preferred skills, personal attributes or experience

Previous experience of working in a PA or executive role is essential and it is desirable that the successful candidate has appropriate qualifications. Experience of working within a school setting is desirable although not essential

In addition, the following attributes are required:

- Discretion and confidentiality
- Accuracy and attention to detail, while meeting deadlines
- Ability to follow instructions
- Ability to work as part of a team or alone as necessary
- Reliability and punctuality
- Common sense, patience and initiative
- Dynamic and outward looking
- Ability to judge when a decision is not theirs to make
- Effective oral and written communication skills
- Good keyboard and computer skills, including the use of databases
- Excellent organisational and time management skills
- Good numeracy and literacy: familiarity with ICT and other equipment to support learning
- Ability to relate well to children, young people and adults
- Ability to deal with colleagues and pupils in a manner appropriate to each
- A sense of humour and positive outlook
- Ability to react positively and remain calm in a crisis

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.



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