

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Administrator and support to Head of School and Senior Leadership Team (SLT)
Line Management:	Head of School

Key Functional Relationships

- Head of School/SLT
- Trust and School Strategic Leadership and Management Team
- All teaching and support staff
- Students and Parents
- Local Board of Governors/Board of Trustees
- DFE
- External bodies
- Liaise between leaders, teaching and support staff
- Local Authority

Generic Responsibilities

- To encourage and foster active and constructive links with members of the wider community
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of delivery
- To be very proficient with the use of IT in order that efficiency gains are maximized
- Recognise own strengths and areas of expertise and use these to support other members of the team
- To assist with the organisation of annual, termly and day to day routines and special occasions as appropriate
- To support, promote and encourage Trust activities
- Contribute to the overall ethos/work/aims of the Trust
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section

- The willingness and ability to be deployed in any school/academy within the Trust as the need arises
- To uphold standards in public life
- To be aware of and adhere to and promote policies and procedures and ensure you are responsible for ensuring that you and other staff adhere to updates and amendments
- Undertake any other duties as directed by the Head of School/CEO/Business Manager

Specific Responsibilities & Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

- Provide administrative support to the Head of School and SLT
- To work closely with the Head of School to co-ordinate and set diary dates, appointments and meetings across the school
- Data Analysis and Reports
- Attendance Officer (Pupils) and attendance data
- Social Media and Website - school PR
- Reception and school office administration duties
- Be part of a collective responsibility of ensuring the smooth operations of school administration
- To process HR matters on a day to day basis
- To provide support to the Trust HR team and Finance Team
- To ensure compliance with the School's procedures and requirements for sound HR management
- Safeguarding support for SLT/DSL's
- Census lead pupils
- Safeguard Lead
- SCR administrator

PA/Administration

- To support the Head of School and SLT with administrative tasks
- To promote the school and be productive with marketing and PR opportunities in the wider community
- Effectively utilise **Social Media Communications and the website** to promote the school's activities
- Regularly update the school website with the information to aid effective communications
- To act as schools club coordinator
- To support the Head of School with confidential meetings, note taking, preparation for meetings, hospitality and external visitors

- Send complex letters to parents i.e exclusion, behaviour, incidents
- Support and monitor the main school office email account on a regular basis throughout the day and forward/action/respond to all emails accordingly
- To prepare various miscellaneous and statistical returns and any other admin duties as directed by the Head of School
- Assist the Head of School with the production of School reports for the Local Governing Board and Trustee meetings where appropriate
- Produce Newsletters – Whole school and Year Group
- To oversee, trips and visits and undertake Evolve administration and risk assessments
- To oversee the census every term

Attendance

- Work with Local Authority and key School staff to reduce levels of unauthorised absence and promote whole school attendance strategies, issuing penalty fines, attendance letters, meetings with parents where attendance is below specific targets
- Responsible for checking attendance and that records are up to date prior to the Census Day – reviewing census data for accuracy
- Produce regular attendance reports as directed by the Head of School, SLT, Trust and Governors

HR Support

- Take responsibility for the Single Central Register and ensure it is compliant with the current legislation
- Assist HR as directed by Chancery Education Trust
- Onboard all Contractors/Supply following Safer Recruitment guidance in KCSIE
- To manage aspects associated with HR as directed (eg. DBS checks, Contractors, Supply)

Shared Responsibilities

With other members of the office team

- Assist with ensuring stock levels for all consumables are maintained within the school office
- Support and monitor the main school office email account on a regular basis throughout the day and forward/action/respond to all emails accordingly
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- To deal competently and professionally with all telephone and face to face enquiries
- Organising the front reception area and ensuring this area is kept tidy and presentable
- Administer prescribed medicines to children when necessary
- Undertake regular Paediatric First Aid Training

Notes:

The above responsibilities are subject to:

- This job description can be amended at any time after consultation between the post holder and the Head of School
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone calls.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person Specification

Key Areas	Essential Attributes	Desirable Attributes
Education/Training & Qualifications	<ul style="list-style-type: none">GCSE (Grades 9 to 4) English and Maths or equivalent	
Professional Knowledge, Understanding and Skills and Specific Knowledge, Understanding and Skills	<ul style="list-style-type: none">Ability to give clear and strong leadership supportExperience of working as a Personal AssistantAbility to analyse and solve complex issues with an eye for detailExcellent ICT skills with an ability to use a range of IT packages, relevant equipment/resources (Word, Excel)Developing and maintaining manual and computerised office systemsTyping, word processing and data handlingAbility to work under pressure and to meet deadlinesDealing with the public, face to face or via the telephoneExperience of working within a very busy office environmentMonitoring and keeping accurate and up to date recordsAbility to work collaboratively with school networks, outside agencies and other professionals	

<p>Attitudes and Personal Attributes</p>	<p>The candidate must:</p> <ul style="list-style-type: none"> • have the commitment to undertake further training • have respect for the need for confidentiality • be responsible, honest, punctual and reliable and have a sense of humour • be willing to work with organisation procedures and processes and to meet the required standards of the role • demonstrate good working relationships with others, both inside and outside their usual work team • have the ability to work with accuracy under pressure and be able to meet tight deadlines • be able to analyse data • have good communication skills both oral and written • have highly effective administrative and organisational skills • have the ability to plan and develop effective systems • be flexible and have the ability to work as a team member • to uphold personal standards in public • be committed to safeguarding children <p>This appointment will be subject to satisfactory DBS checks.</p>	
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