



Royal Greenwich
Trust School



Candidate Information Pack

Head of School Administration

Learning Today, Leading Tomorrow
Responsibility | Grit | Teamwork | Success



“ Providing transformational educational opportunities for all children...”



Head of School Administration Royal Greenwich Trust School

University Schools Trust

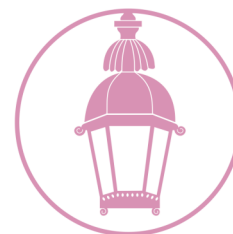
Contents

Welcome	5
The University Schools Trust	6
Professional Development	8
Staff Benefits and Wellbeing	9
Job Description	10
Person Specification	15
Application and Selection Process	16





Welcome



Thank you for your interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.rgtrustschool.net

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

or email Recruitment@rgtrustschool.net.

Caroline Longhurst

Headteacher

Learning Today, Leading Tomorrow

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

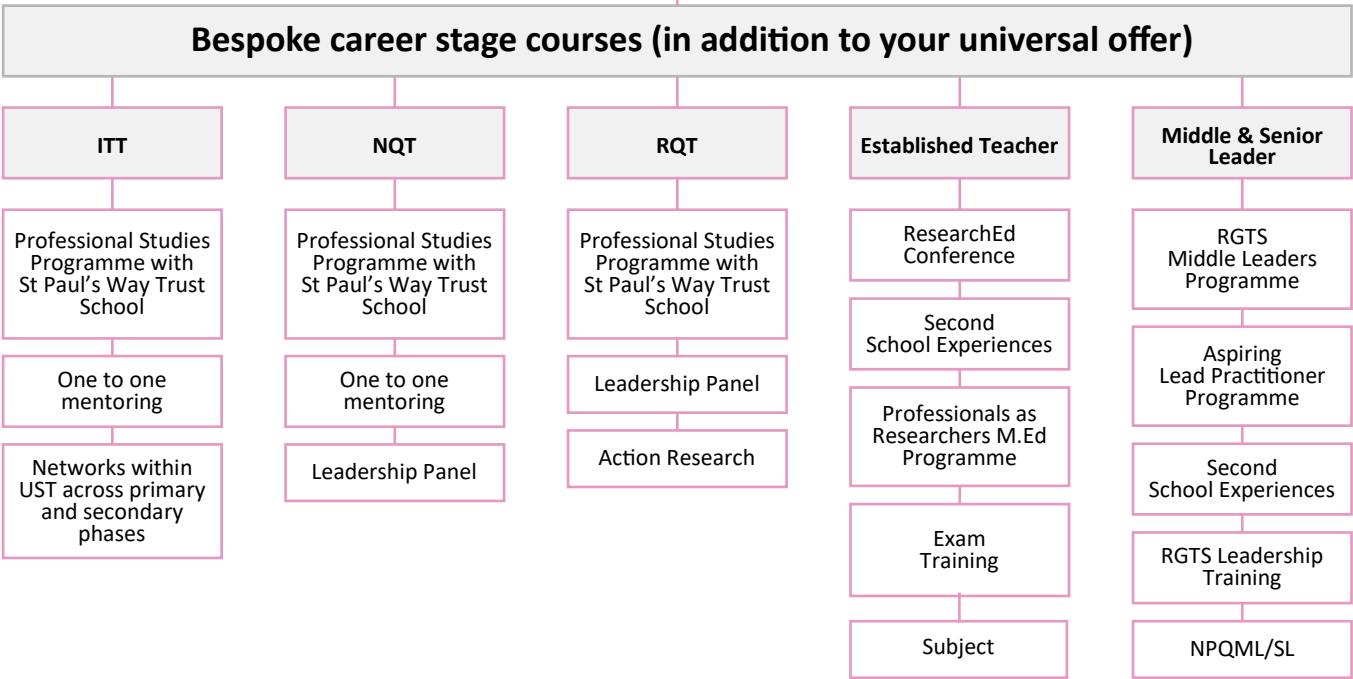
www.ust.london/444/school-of-education

Continual Professional Learning

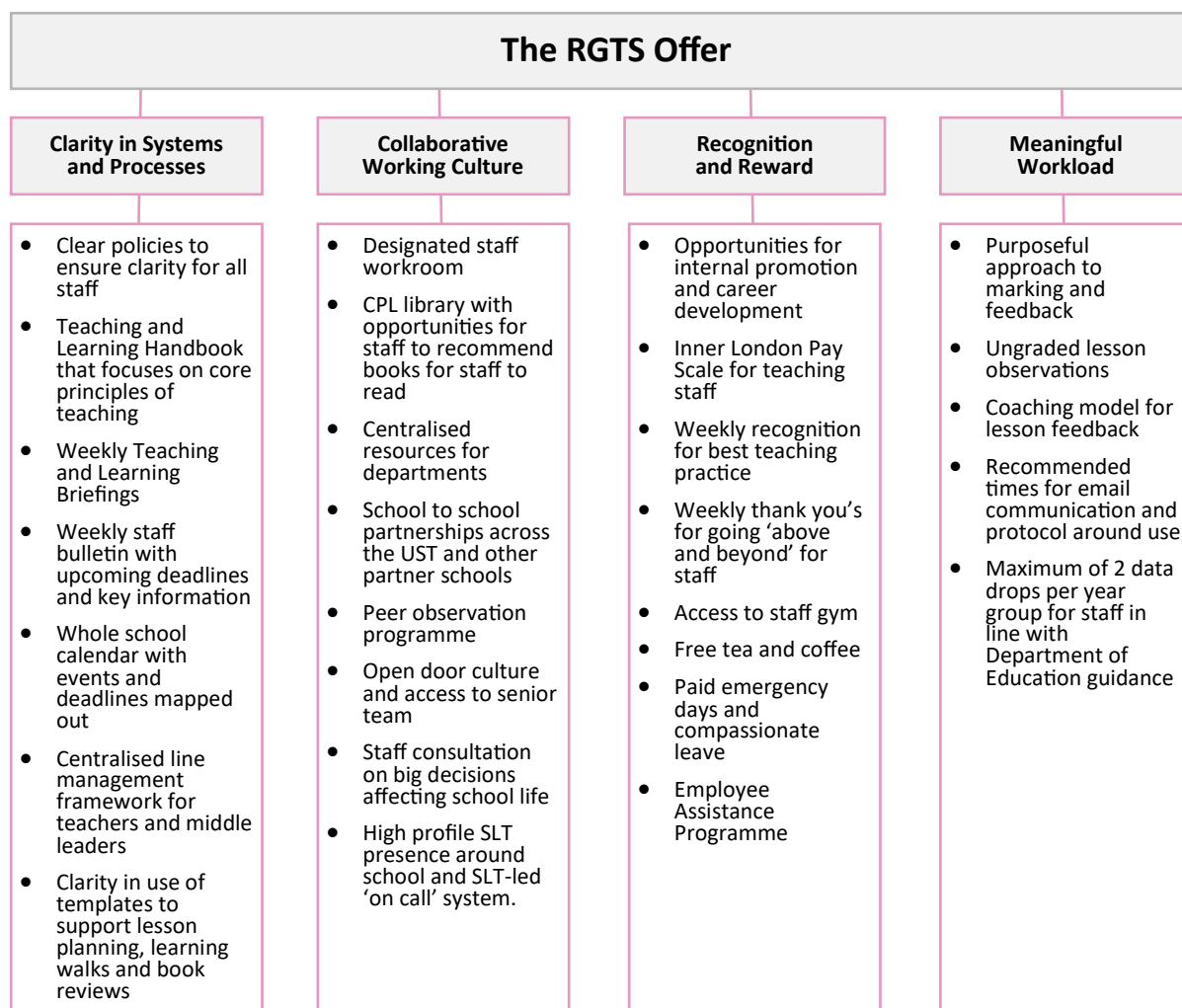
At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches



Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes** - staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture** - staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - decisions are mindful of staff workload and efficient working practice.

Job Title:	Head of School Administration
Location:	Royal Greenwich Trust School
Responsible to:	Headteacher/Deputy Headteacher – MIS, Data & Operations
Full/part time:	Full time (35 hours per week), Term Time only + five weeks
Grade:	PO3 £38,385 - £41,586 per annum (Salary will be pro-rata of FTE) Pro rata: £37578.92 - £40,712.70 per annum

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Main purpose of this role

Under the overall direction of the Headteacher carry out the professional duties of Head of School Administration as set out in the School Support staff's Pay and Conditions Document.

- To lead and co-ordinate all administrative functions in order to assist in the smooth running of the school. As part of your duties, you are expected to work in conjunction with the Headteacher/Senior Leadership Team and members of the central Trust Exec Team.

- To provide a general support service (including PA services) to the Headteacher and wider Leadership Team (as agreed) of RGTS, undertaking specific operational tasks and projects on their behalf, maintaining personal diaries, operational rotas, the academy calendar and providing logistical support for activities and events.

SPECIFIC RESPONSIBILITIES

Organisation

- Take a lead role in the organisation and monitoring of support systems/procedures/ policies.
- Work directly with Headteacher, providing day to day PA services for them and working on developments within the key areas of your portfolio.
- Undertake line management responsibilities where appropriate including, management of administrative staff, liaising between managers/teaching staff and support staff.
- Hold regular team meetings and 1:1s with managed staff and undertake recruitment/induction/appraisal/ training/mentoring for own team.

School Administration

- Co-ordinate and supervise the work of administrative staff and to ensure the school office is organised efficiently.
- Work in conjunction with the Finance Manager to make best use of staff time.
- Lead the school office in a collaborative way, advise and develop new and existing colleagues in any specialist areas undertaken or areas for professional development.
- Support the organisation and effectiveness of academy committee meetings & visits including preparing papers in a timely manner and taking minutes at meetings if required.
- Provide minute taking for meetings as required.
- Produce reports and documents for various stakeholders as specified by the Exec team.
- Be the complaints coordinator for the school, dealing with the initial complaint, arranging for any further investigation by the leadership team and any meeting with the Chair of Academy Committee or UST Exec.
- Provide administrative support for school trips and visits.
- Be responsible for the management of expenditure within an agreed budget.

Communications

Via the school reception team:

- Provide a responsive telephone service which you will manage and monitor.
- Ensure a responsive and secure service for personal callers, ensuring controlled entrance and exit, a polite and welcoming approach to visitors and that safeguarding procedures are adopted in full.
- Oversee an efficient mail service for the school.
- Deal appropriately with incoming correspondence; date record, deliver and track mail. Ensure that mail is duly dispatched; urgent matters are promptly referred and dealt with; action and reply to routine correspondence / messages.
- Responsible for the school's general email address, responding to correspondence or forwarding to relevant staff as appropriate.
- Ensure efficient and effective communication systems between the school office and the school staff, parents & carers.

General office duties

- Act as the lead proof reader for all external correspondence and support with the formatting of documents
- Quality Assure all outgoing communications from the School.
- Draft and produce reports, timetables and correspondence
- Deal with enquiries from parents/carers and visitors to the school in person and by telephone, producing letters to parents, photocopying, filing etc.
- Assist teachers in all aspects of their role, including contacting parents and pupils where necessary
- Oversee the provision of catering and hospitality for visitors and functions/events.

Public Relations and Promotion

- Working with the Partnerships and Enrichment Coordinator to lead the day to day management of external communication platforms including the school website, social media platforms and external newsletters and ensuring that
- The school website and social media platforms are regularly updated and that the school is continually promoting pupils' achievements and the wider work of the school
- The school's vision and key messages to external audiences are communicated in a compelling manner
- The crafting and delivery of key promotional materials is shared including
- the school prospectus and recruitment materials
- whole school marketing campaigns including Year 6 admissions, Year 12 admissions and staff recruitment
- The leadership of key engagement and promotional events including Open Events, Prize Giving and the annual Winter Fair is shared between the two post holders.
- Positive relationships with external partners, including Trust Partners and the governing body are built and maintained
- There is an ongoing record of external partners and effective communication occurs between them and the school
- External communications to the wider school community including parents, external partners and governors are written and proof-read, as required
- External communications including newsletters, letters, copy for the school website and social media platforms are written, proof read and distributed in a timely manner.

Data Administration

- In conjunction with the Data Manager and Attendance Manager:
- Lead the academy pupil admissions process in line with legislative guidance and manage the academy admission policies
- Manage data collection system on new student registration and admission packs
- Ensure that system housekeeping is always kept up to date and is accurate
- Use and maintain relevant IT systems (e.g. SIMS) producing reports and information as required
- Provide statistics for the Trust as required i.e. other official returns, termly school census, rolls and attendance, etc.

Staff Attendance and Cover

Provide administrative support to ensure that efficient management of staff absence including oversight of support staff annual leave and oversight of the school cover system

Monitor and report all staff absences to HR and Line Managers.

Medical & Health and Safety

- Responsible for the oversight of first aid practices and processes in conjunction with the Student Services Manager ensuring that
 - roles and responsibilities are clear and understood
 - a duty rota is in place and adhered to
 - appropriate records are kept relating to all incidents
 - medication for children is kept safely and monitored
 - medical records for teachers, school nurse and other outside agencies (if applicable) as kept up to date
- Provide administrative support in organisation relating to fire drills.

Continued Professional Learning

- Lead on the engagement in and completion of the appraisal process for non-teaching staff alongside the member of the leadership team responsible for this area
- Maintain oversight and access to appropriate training for administrative, curriculum support and site staff
- Share expertise and skills with others through mentoring, training and effective line management
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Take part in the school's support staff performance management system.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements:

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB AGREEMENT

The postholder will be line managed and appraisal managed by: Headteacher

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> NVQ3 or equivalent in related field or Degree level qualification Excellent ICT skills including Microsoft office (word, publisher, excel) and use of SIMs Experience of school administration or a similar environment A commitment to the school's improvement process and ethos High standards of professionalism First Aid trained or willingness to undertake training <p>Qualification Criteria</p> <ul style="list-style-type: none"> Good Literacy and numeracy – GCSE English and maths or equivalent as a minimum Qualified to work in the UK
Experience and Knowledge	<p>Experience</p> <ul style="list-style-type: none"> Experience of working effectively in school administration and organisation Experience of managing a team and working collaboratively <p>Knowledge</p> <ul style="list-style-type: none"> Excellent communication skills, written and verbal An understanding of the strategies needed to establish consistently high expectations Able to develop positive relationships with staff Able to consistently display tact and firmness in a variety of situations Able to work on own initiative, make good judgments and lead as required A good knowledge of English and able to communicate effectively in the written word <p>Other</p> <ul style="list-style-type: none"> The postholder must be committed to the safeguarding and welfare of all students Willingness to undertake training This post is subject to an enhanced Disclosure & Barring Service check The Headteacher reserves the right to amend the job description in consultation with the employee to reflect duties of the post
Characteristics/ Attributes	<p>Skills & Attributes</p> <ul style="list-style-type: none"> Effective team worker High expectations for accountability and consistency Effective listening skills Willingness to be flexible around working hours to meet the needs of the school Vision aligned with RGTS values, aspirations and expectations of self and others Motivation to continually improve standards so that every student should make progress across the school Commitment to the safeguarding and welfare of all students.

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit <https://www.rgtrustschool.net/vacancies> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current Headteacher.

Deadline for applications to be received is Monday 11th July 2022, 9am.





Royal Greenwich Trust School

765 Woolwich Road, Charlton, London SE7 8LJ

T 020 8312 5480
E Recruitment@rgtrustschool.net
W www.rgtrustschool.net

