

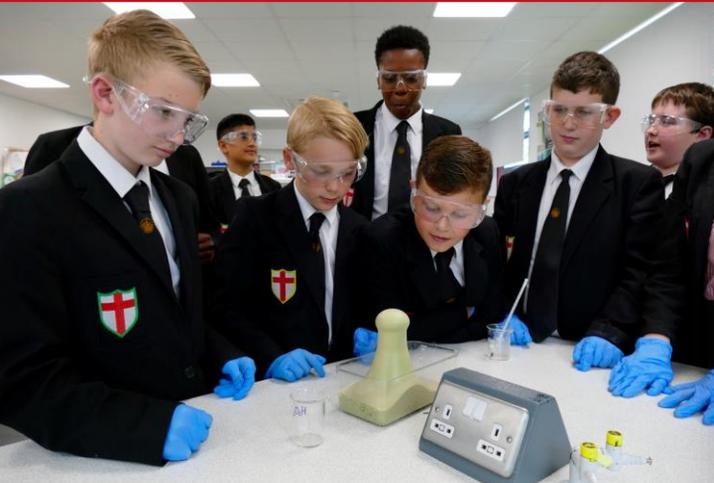


Vacancy Pack

Leadership Support Officer



Saint George's Church of England School





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AAAT Vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

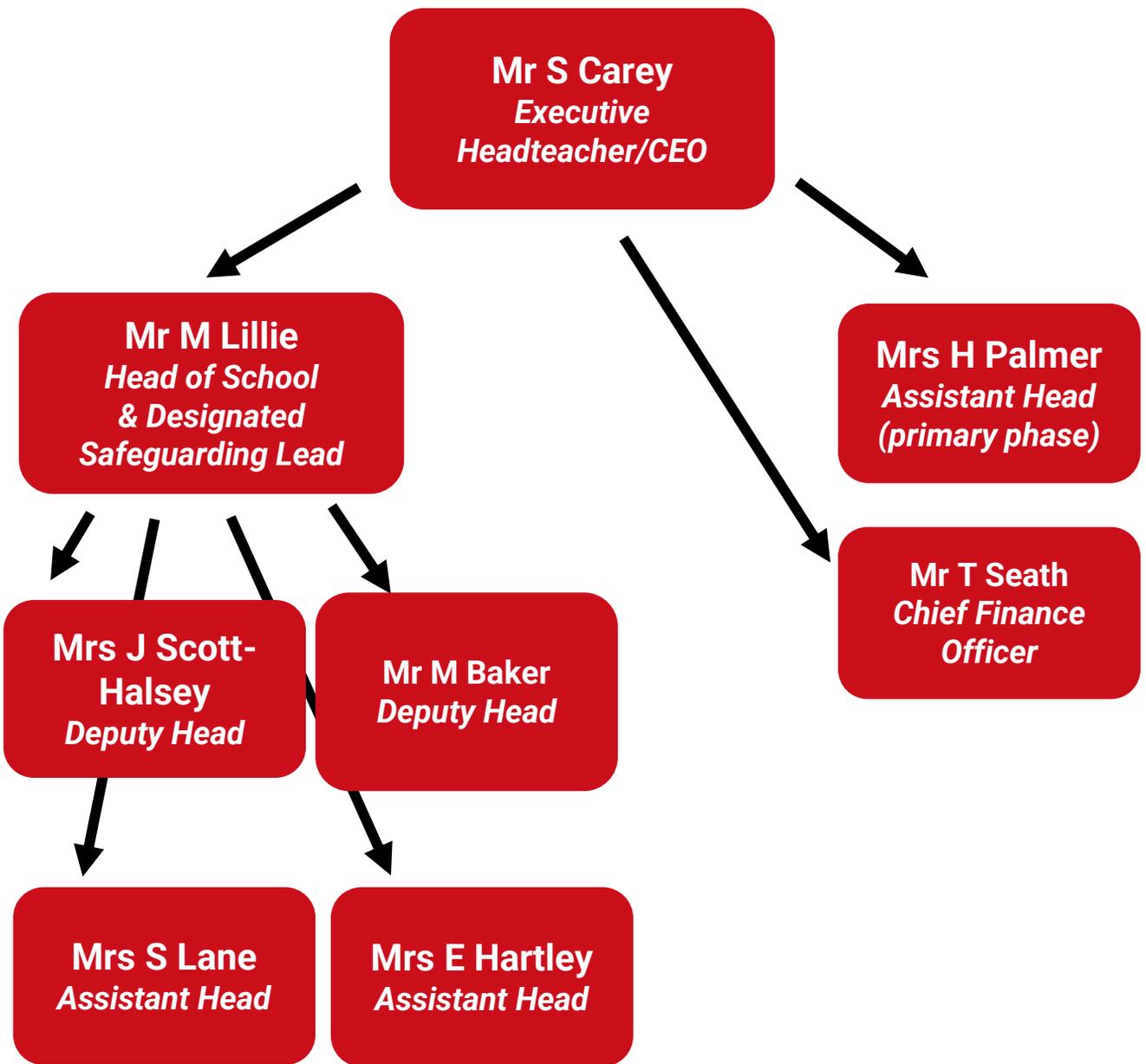
Saint George's Vision

'All different, all equal, all flourishing'

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

We are motivated by our vision to serve the local community in accordance with our founding charter to 'improve the life chances of local children'. We welcome those of all faiths and none. 'All flourishing' is enabled by an excellent education, a broad and balanced curriculum, with a rich variety of enrichment opportunities and experiences that extend beyond the classroom. We want our children to succeed, in the widest possible sense, using their God given talents fully.

Leadership Structure



Job Description

Leadership Support Officer

Grade: Kent Range 8

Responsible to: Head of School

Purpose of job:

- To manage the day-to-day cover for the short-term absence of teaching staff so that an effective teaching provision is delivered.
- Provide administrative support for the Senior Leadership Team (SLT).
- Manage and maintain the school calendar and diary.

Main duties:

- Manage day to day cover requirements and staff duty rotas.
- Monitor the staff absence line.
- To keep a record of all staff absences, keep an up-to-date data base and support the Head of School/Executive Headteacher in absence management (in liaison with HR).
- Line management for cover/admin staff.
- Act as a first point of contact for the Senior Leadership Team, filtering mail and telephone calls, and forwarding as necessary.
- Organise meetings and roomings when required by the Senior Leadership team; preparing agendas and taking minutes as required. Ensure Head of School has papers for forthcoming meetings.
- Assist with other administrative duties required by the Senior Leadership Team (e.g., parental surveys, letters, filing etc.), helping to prioritise items to be dealt with.
- Provide welcome and hospitality to Senior Leadership Team visitors.
- Oversee the maintenance and publication of the School Calendar, i/c review and publication of school term dates and liaising between SLT, the School Office and the Premises Team regarding the scheduling of events.
- Support the Senior Leadership Team and the School Office in the planning and organisation of special events.
- Provide admin support for school trips, parent interviews and Open Day.
- Organise admin support for exam results days.
- Book all the external CPD sessions for all staff.
- Ensure all CPD forms are completed and sent to CPD Co-ordinator, and recorded on the CPD Portal, providing reports as requested.
- Keep an up-to-date spreadsheet of all the costs of the external CPD sessions.
- Liaise with other members of the Finance/Administration team to ensure all are informed of current developments; and to support in their absence to cover tasks as required.
- Undertake any other reasonable duty as required by the Head of School/Executive Headteacher.

Person Specification:

Post: Leadership Support Officer

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ No specific qualifications are required. ➤ Good general standard of education with Minimum of level 2 in English and Maths (e.g., equivalent to GCSE Grade A*-C or 9 - 4) 	<ul style="list-style-type: none"> ➤ Good general standard of education with qualifications to at least 'A' level standard or equivalent
Experience	<ul style="list-style-type: none"> ➤ Work in a school/college or administration environment ➤ Managing other members of staff ➤ Managing time and workload to meet deadlines ➤ Using online tools / systems ➤ Working with databases and managing data input 	<ul style="list-style-type: none"> ➤ Work with confidential and/or sensitive materials ➤ Using a management information system (MIS) ➤ Experience of assigning cover
Skills and knowledge	<ul style="list-style-type: none"> ➤ Ability to work with a high degree of accuracy. ➤ Good analytical and numerical ability ➤ High standard of communication (verbal and written) ➤ Polite and effective interpersonal skills ➤ Ability to deal with enquiries in a professional and sensitive manner ➤ Competent with common IT systems, e.g., Microsoft Office, Excel ➤ Good time management and planning ➤ Ability to work flexibly and quickly under pressure ➤ Ability to work across multiple projects and deadlines ➤ Ability to follow policies and procedures set by the school and external agencies 	<ul style="list-style-type: none"> ➤ Competent with Management Information Systems e.g., SIMS ➤ Taking confidential minutes
Personal qualities	<ul style="list-style-type: none"> ➤ Organised ➤ Ability to keep calm under pressure ➤ Ability to work well in a team, and independently ➤ Ability to develop positive relationships with students, parents and colleagues 	

The Application process:

Leadership Support Officer

Kent Range 8 - £26,205 - £29,885 per annum (pro rata £23,117 - £26,364 per annum)

37 hours per week (7:30am-4:00pm Monday to Thursday, 7:30am-3:30pm on Friday)

Term Time + Development Days + 1 additional week (40 weeks)

Required to start January 2022

An exciting opportunity has arisen for a candidate of exceptional ability to join our administration team in this over-subscribed and successful Church of England school.

You will act as the first point of contact for staff reporting absence, keep up-to-date records and support the Head of School with absence management (in liaison with HR). You will manage the day-to-day cover for the short-term absence of teaching staff, manage/maintain the school calendar, book, arrange and record staff CPD, and support with the arrangements for school events, including school trips, parent interviews, open day and results days. You will also act as the first point of contact for the Leadership Team, filter mail and telephone calls, provide hospitality for their visitors, organise meetings, prepare meeting papers, take meeting minutes and assist with other administrative duties as required.

The successful applicant will have excellent communication skills to develop a good relationship with pupils, parents, staff and visitors. Experience of working within a school/college/office environment and experience of using a Management Information System (e.g. SIMS) would be an advantage.

Saint George's Church of England school is part of the Aletheia Anglican Academies Trust and has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can

Please download a vacancy pack and application form below and return your application by e-mail to Elise Batcheldor, HR & Administration Officer at batcheldore@sgsce.co.uk .

Closing Date: Monday 29th November 2021 at 12 noon.

Interview Date: To be confirmed.

We reserve the right to close this vacancy earlier should we receive an overwhelming response.

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

The Trust's Child Protection Policy can be viewed at <https://aat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aat.uk/recruitment/>

