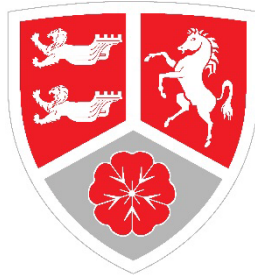


The Charles Dickens School Job Description



Name:

Job Description: SLT Administrator

Grade: BCAT 7

Employed for: 37 hours per week, term time only + 5 SDD

Hours: 7:00am – 3:00pm Monday to Thursday and 7:00am to 2:30 pm on a Friday, with 30 minutes (unpaid) break for lunch

Professional Relationships:

Responsible to: Headteacher's PA and Office Manager

Responsible for:

Main purpose of the post

- To provide a confidential and personal service to the Deputy Head and Assistant Headteachers
- To act as an ambassador for the school and the Deputy Head and Assistant Headteachers in all matters.
- To Support the SLT with the organisation of events
- To organise daily cover and to organise the work of the Cover Supervisor/agency staff.
- To provide administrative support to the main office / teachers. Assist with general admin, reception, filing and hospitality.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies

The Charles Dickens School Job Description

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person Specification – Essential skills

- Good skills with EXCEL are essential.
- Must be capable and willing to learn other ICT packages such as Bromcom.
- Excellent communication skills
- Excellent ICT skills. Including ; Word, Excel, E-mail, Internet
- Excellent Knowledge and understanding of the Admissions Code of Practice and other related statutory guidelines and practices
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Work under pressure
- Meet Deadlines
- Organised
- Take initiative
- Flexible

Person Specification – Desirable skills

- Experience of working in a school
- Experience in administrative work
- Accurate, fast and efficient typist
- Knowledge of Bromcom
- Experience of covering lessons in schools
- Knowledge of school routines

The Charles Dickens School Job Description

Personal Qualities

- *Sense of humour.*
- *Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.*
- *Discretion.*
- *The ability to work as a member of a collaborative team.*
- *The capacity to remain calm and to cope with the unexpected.*
- *Excellent health and time keeping record.*

Dimensions

- *The post-holder provides an efficient and high calibre service to the Deputy Headteachers, Assistant Headteachers.*
- *The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards, under the line management of the Headteacher's PA and Office Manager*
- *The post is an essential part of the support services provided to the school, and especially the Deputy Head and Assistant Headteacher, to ensure the school can provide high quality teaching and learning.*

Job context

The post-holder provides a range of services to the Deputy Headteachers and Assistant Headteachers and school office and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.

Supervision

Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work. Daily meetings with Deputy Headteachers and Assistant Headteacher to review needs and priorities.

Accountabilities	Indicative tasks/Activities
<p>Give administrative support to the Deputy Headteachers and Assistant Headteachers</p>	<p>Dealing with queries – especially in the absence of the Deputy Headteachers & Assistant Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff i.e. Deputy Headteacher, Assistant Headteacher, Heads of Year, Lead Teacher etc.</p> <p>Using discretion in providing information both within and outside the school.</p> <p>Dealing with parent queries – deciding what action needs to be taken and by whom.</p> <p>Deciding what matters should be referred to the DHT/AHT or delegated to others.</p> <p>To make decisions about priorities of the work to be produced. Organise priorities – priorities are ever changing.</p> <p>Maintain a range of data bases, records and information, both manual and computerised, ensuring it is readily available and up to date and to issue it as required in line with school procedures</p>

**The Charles Dickens School
Job Description**

	<p>Handling telephone enquiries and redirection of calls as appropriate</p> <p>Drafting replies to incoming post and redirection of documents/ e-mails</p> <p>Letters to parents – typing, checking, passing them to DH/HT for approval and archiving</p> <p>Booking appointments for parents, staff, Governors, external agencies etc</p> <p>Preparation of correspondence, agendas, minutes, reports, policies, as directed by Deputy Headteachers and AHT</p> <p>DHTs and AHTs – events planning and management</p>
<p>Provide Event Support for the DHTs and AHTs.</p>	<p>Create Booklets for schools events such as CATs Evenings, Curriculum Forum Evenings, Y8 Options evenings, Y6 Open Evenings, Y6 Welcome Evening and Presentation Evening.</p> <p>Organisation of the Y6 Welcome/Admissions pack, Y6 interviews, primary liaison visits.</p> <p>Send Presentation invitations and collate RSVPs</p> <p>Create Booklets for schools events and processes in conjunction with the Heads PA</p> <p>Agendas, minutes, reports – distribution to Lead Teachers, & SLT</p>
<p>Co-ordinating parental communication via ParentMail and Parent/Student Portals in SharePoint</p>	<p>Meet with PA to organise systems for all post & electronic communications</p> <p>Ensure all documentation has been approved by SLT</p> <p>Manage systems for ParentMail along with Data Manager</p> <p>Upload information in the Parent and Student Portals</p>
<p>Specific administration support for CPD</p>	<p>CPD</p> <ul style="list-style-type: none"> • Process CPD applications • Maintain data base • Update budget • Arrange cover • Advise Finance and Personnel • Request and chase evaluation forms • Internal CPD: maintain attendance register and related database <p>Additional Duties</p> <ul style="list-style-type: none"> • Any other administration duties required in terms of administering Staff Development
<p>Specific administrative support for Admissions</p> <p>To support the HT and DHT: Pastoral with the admissions process</p>	<p>Admissions</p> <ul style="list-style-type: none"> • Maintain data from KCC and prepare paperwork as necessary • Liaise with Parents/other schools, KCC, HT and AHT: Pastoral Care • With DHT: Pastoral maintain the “welcome admission information pack” for parents • Send offer letters and forms to parents/carers • Chase all outstanding paperwork

**The Charles Dickens School
Job Description**

<p>To support the Clerk to BCAT and the HT with appeals</p> <p>To support the DHT: Pastoral with the organisation of the admissions process</p>	<ul style="list-style-type: none"> • With the office admin team input student data into Bromcom – Yr 7 and new entrants • Any other administration duties pertaining to admissions required by DHT: Pastoral <p>Appeals</p> <ul style="list-style-type: none"> • To assist the Clerk to BCAT with the Admission Appeals process as required • Assist the Appeals Clerk with confirmation letters. <p>Waiting List</p> <ul style="list-style-type: none"> • Maintain data on waiting list for HT • Acknowledge receipt of In Year Casual Application Forms and update KCC accordingly <p>Primary School Visits</p> <ul style="list-style-type: none"> • Arrange and provide administrative support for visits to primary schools <p>Transition Day</p> <ul style="list-style-type: none"> • Prepare and send information letters • Prepare and photocopy paperwork for evening meeting • Maintain and forward information to relevant staff • Post information packs to parents who do not attend transition evening <p>Open Evenings</p> <ul style="list-style-type: none"> • To arrange and manage arrangements in the lead up to Open Evening • Prepare relevant paperwork and any other necessary arrangements • Attend Open Evening for Year 6 in Term 1 • Attend Transition Evening for Year 6 in June
<p>Administration of Cover</p> <p>Allocate daily cover for absent staff so that classes are adequately supervised and teaching staff are used at a minimum</p> <p>Support the SLT with managing cover, organising the team of cover supervisors so that they work effectively as a team and cover is effectively and efficiently managed</p>	<ul style="list-style-type: none"> • Arrange and organise all cover supervision including the quality of work set • Receive messages re absent staff • Record planned absence via relevant forms • Keep records of teacher and support staff absences • Keep records of room changes • Update cover during the day if necessary • Liaise with timetabler • Analyse data for teacher absences and cover • Arrange and organise all cover supervision including the quality of work set • Support Exams Manager when school exams are being organised such as arranging alternative rooms as required
<p>Additional Duties</p>	<ul style="list-style-type: none"> • Help with fire drills • To participate in the school appraisal system for support staff

**The Charles Dickens School
Job Description**

	<ul style="list-style-type: none"> • Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set. • To contribute to the overall ethos/work/aims of the school • Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
Work as part of a professional team in a manner that enhances the ethos of the school	<ul style="list-style-type: none"> • Promote positive values • Suggest ways of improving systems and procedures • Seek help and take advice • Seek opportunities for development

Staff Development:

- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant
- To keep personal records of all staff development activities in which you are/have been involved

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher the other.

Signed: Date: