

The Bemrose School

Deputy Administration Team Leader – Scale 4

Job Description

Weekly hours	37
Weeks p.a.	40 (3 days to be used during the summer holidays for Post 16 and GCSE examination results admin).
Lunch break	A flexible lunch break between 20 minutes and 1 hour negotiated with line manager
Managed by	Administration Team Leader

Key Generic Purpose

The post holder will:

- Deputise in the absence of the Administration Team Leader
- Work cooperatively with their team leader and team in support of the administrative needs of the students and staff at the school
- Maintain an up-to-date First Aid Certificate (training provided)
- Promote and safeguard the welfare of children in the school
- Act on other accountabilities according to the skills and experience of the post holder.

Job Description

1. Work experience administration:
 - a. Maintaining the on-line database and spreadsheet of student progression
 - b. Contacting companies to secure placements
 - c. Requesting and following up health and safety checks
 - d. Liaising with DEBP, Derbyshire County Council or relevant agencies
 - e. Liaising with students regarding the allocation of work experience placements
 - f. Visiting employers and students during work experience week
 - g. Ensuring effective and timely administration and production of all letters and paperwork relating to placements including letters of thanks
 - h. Assisting CEG coordinator with wex assemblies
 - i. Attending work experience cluster group meetings and relevant inset when necessary
 - j. Maintaining and developing the schools good reputation with businesses and employers across the city.
2. ICT systems:
 - a. Providing support for the Administration Team Leader for the management of information on school systems SIMs, SISRA, Groupcall and Show My Homework.
3. Newsletter:
 - a. Produce a newsletter using information provided by staff on trips, events etc as required.
4. Website:
 - a. Make amendments and updates to the school website after request (usually from the SBM) or on initiative.
5. General Administration Duties
 - a. Provide administration support to the KS4-5 AHT
 - b. Administration of KS3 and KS4 Student Planner

- c. Administration of the Annual Presentation Evening
 - d. Administration of bookings for school lettings
 - e. Producing Student Progress Cards
- 6. Sale of school uniform
 - a. Take overall responsibility of the sale of uniforms.
- 7. Any other reasonable request
 - a. Providing back up support when other team members are absent
 - b. Providing general administrative support when capacity allows
 - c. Supporting any other reasonable request made by the Headteacher and/or Administration Team Leader.