

**ROLE PROFILE**

**Post:**  Purchaser and SLT Support Administrator

**Responsible to:** Schools Business Manager, Schools Estates & Operations Manager, Finance Director (Senior Leadership Team Support)

**General Description**

You will be part of a team that works to ensure that the members of the Senior Leadership Team Support (SLT) are supported to a high level.

You will have experience as a Personal Assistant to senior management with excellent secretarial and organisational skills. You will be a strong team player with exceptional interpersonal and communication skills and have the ability to demonstrate initiative. Diplomatic and discreet in approach, you will be able to manage a demanding workload and be able to work to deadlines.

**Main Responsibilities - This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list**

* Ability to address purchasing for the organisation, ensuring best value for money for the school
* Provide a high quality secretarial and organisational support service
* Acting as a key liaison point between the SLT Support team and other key parties, setting up meetings as appropriate and maintaining good communications
* Dealing with correspondence emails
* Effective maintenance and management of multiple e-mail accounts
* Able to devise and maintain office systems including data management and filing
* Arrange travel and accommodation and processing claims for the SLT Support team’s expenses
* Able to take notes or dictation at meetings and to provide general assistance during presentations
* Receiving and dealing with telephone calls professionally, re-directing or taking messages and using initiative to deal with queries
* Meet and greet visitors at all levels of seniority, providing high quality and professional office hospitality
* Organise and effectively maintain multiple diaries and appointments, assessing priority of appointments and reallocation as necessary
* Sorting, distributing and responding or drafting responses to incoming mail in a timely and efficient manner
* Produce documents, briefing papers and reports as required
* Organise and provide support for an extensive range of meetings, ensuring that the SLT Support Team are well prepared and equipped. This will include preparing agendas, pre-meeting briefings and meeting papers, minutes of meetings - noting action points and following them up
* Attendance and support at functions led by the Senior Leadership Team, occasionally out of normal working hours
* Providing assistance on Reception
* Undertake other duties from time to time as may be reasonably required

**Reporting & Communication**

* SLT Support Team
* Internal stakeholders across the school
* External stakeholders and partners

**Health & Safety Duties – An awareness of safeguarding duties is a pre requisite**

* Awareness of health and safety policies and procedures

**Personal Qualities**

* Professional
* Efficient
* Ability to deal with sensitive information with discretion and to maintain confidentiality at all times
* Highly organised
* Able to apply excellent judgement
* Experience of upward management
* Willingness to be flexible during term-time hours in lieu of non-term time schedule
* Presentable to parents
* Excellent team working skills
* Ability to organise and plan own work and to work on own initiative
* Exceptional interpersonal and communication skills, including the ability to ensure effective communication with a wide range of contacts both internal and external to the School
* Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes
* Excellent attention to detail, including proof reading skills, with the ability to maintain a high degree of accuracy
* Demonstration of the ability to work under sustained pressure and to tight deadlines
* A flexible pro-active approach to work, including the ability to prioritise and re-prioritise to achieve successful outcomes
* Excellent IT skills including working knowledge of software packages, preferably Microsoft Office; Word, Excel and Powerpoint

**Qualifications and Experience**

* Proven experience in a similar position
* Excellent admin and secretarial skills
* Ability to use Microsoft applications to produce reports and data to a high standard
* Familiar with outlook diary management
* Experience of working in an Education environment would be desirable but not essential
* Knowledge of SIMS would be desirable but not essential