



## Job Description

**Job Title:** School Administrator to the Senior Leadership Team

**Job Purpose:** Work closely with the Senior Leadership Team (Acting Deputy Head and Assistant Heads) to ensure that they have administrative support to successfully achieve their goals.

**Reports to:** SLT

**Start date:** November 2024

**Tenure:** Permanent

8am to 4pm with a 30minute unpaid break (37.5 hours per week). Due to cover responsibilities, it is not possible to change the start time in term time.

Term time only plus 3 weeks (to be agreed with line manager), 37 weeks in total. Please refer to the term dates as published on the school's website.

### Key responsibilities

#### Administration

- Supporting SLT with administration to include diary management, dealing proactively with incoming and outgoing correspondence (drafting letters and emails), preparing documents, PowerPoints, and equipment ahead of meetings/presentations.
- Compile and distribute the weekly bulletin ensuring all information is accurate, proofread and in line with school comms guidelines.
- Proofread and send (after approval) parent communications and prepare and distribute any other communications and notices as required.
- Arrange school photographer on an annual basis for all pupils and staff producing a rota and ensuring that all are kept updated.
- Prepare agendas for meetings, taking and distributing of minutes and following up on action points for the next meeting.
- Take minutes for HoDs meetings every half term from 4:15pm until 5:30pm.
- In the absence of the postholder and on an ad hoc basis to complete the Team Brief minutes and circulate.

#### Cover and rotas

- Plan and allocate daily cover for teaching staff for the day/week ahead ensuring lessons are unaffected by teacher absences.
- To operate the staff absence email, ensuring that emails are answered promptly and professionally.
- Deal sensitively and confidentially with information from teachers regarding absence.
- Liaise with teaching staff when emergency cover is required.
- Publish allocated daily cover and ensure it is accurately recorded on iSams.
- Produce and maintain the staff duty break and lunch rota.

#### Compliance

- Track and update policies (via policy lead) and upload them onto internal and external websites.
- Manage staff training database, sending reminders when due and escalating when required.
- Be responsible for dates in the termly school calendar directly relating to the SLT.
- Record and maintain data relating to teaching and learning that would be demonstrated at an inspection.



- Liaise with the line managers to ensure that all new starters have completed the new starter safeguarding induction and that the paperwork has been submitted to HR.
- Keeping INSET records of completed training.

#### **Data**

- Main point of contact for iSams database.
- Lead with data cleansing exercise to ensure the database is accurate and up to date.
- Manage the Parents evening administration through software Schoolcloud.
- Set-up half termly pupil reports on isams.
- Producing data reports as required.
- Supporting the Heads' PA with the annual United Learning Survey.

#### **Communication**

- Involved with events at the school and be part of the community which may include occasional weekends and evenings.
- Assist with organisation of school events such as award ceremonies and attending when needed.
- Organise venues and hospitality for meetings and events/functions throughout the year, including staff training days.
- Support with following up on event attendance pre and post events.
- Support with compiling and managing feedback questionnaires.
- Draw up duty/on call rota for SLT during holidays and to cover boarding weekends term time.

#### **General**

- To maintain complete confidentiality of all reports and any other information concerning Governors, staff, pupils, and parents that may be known or acquired in the course of work.
- Cover for reception when required.
- Coordinating SLT prior to and being an active participant during recruitment selection events.
- Ensure confidential and sensitive issues are dealt with in an appropriate manner.
- To maintain good relationships and develop effective communication links with staff, parent body and pupil body.
- Work towards and support the school vision and the current school objectives outlined in the school development plan.
- Other ad hoc duties as appropriate.

Ensure that you fully understand and implement all the roles and responsibilities in relation to Safeguarding Children and Young People.

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## Person Specification

*The successful candidate will be likely to fit the following profile:*

### **Qualifications**

- Good level of education.

### **Skills**

- Experience of using Microsoft packages. Experience of using iSAMS desirable, but not essential.

### **Experience**

- Experience supporting a senior team in a organisation, ideally within a school.
- Excellent interpersonal and communication skills including the ability to relate well to people at all levels with sensitivity, discretion, tact and diplomacy.
- First class organisational and administrative skills with the ability to remain calm under pressure and work flexibly and tight deadlines.

### **Personal Qualities**

- Tact and confidentiality.
- Honest and enthusiastic with a positive and cheerful outlook and a “can do” attitude.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Approachable, caring and committed to the development of young people

### **Attitudes**

- Evidence of proactive approach to planning and prioritising work with the ability to use initiative appropriately.
- Able to maintain a high work rate and to juggle a range of tasks and competing priorities
- Excellent command of spoken and written English with excellent proofreading skills and some minute taking experience
- A high level of personal integrity with proven experience of handling sensitive situations



## To Apply

Please apply online on the school's website

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@royal.surrey.sch.uk](mailto:recruitment@royal.surrey.sch.uk)*



The Royal  
School



## The Benefits of Working for The Royal School

- Competitive Salary
- CPD Opportunities
- Flexible Working
- Health cash plan
- Complimentary School Lunches when school is in session
- Fee reduction for children attending the School or within the United Learning group
- Generous Rewards Programme
- Working as part of a motivated and committed team



## About The Royal School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

The Royal School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that The Royal School's pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

The Royal School has approximately 200 pupils aged between 9 and 18.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become a leading school for academic creativity and intellectual curiosity.

Read more on our website: [www.royal-school.org](http://www.royal-school.org)

## Additional Information

### ***Equal Opportunities***

*The Royal School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

Future Ready



The Royal  
School

*In the Royal School those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



**United Learning**  
The best in everyone™

### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*