



Job Description

Job Title: Administration Assistant - Tomlinscote School

Line Manager: Principal

Job Requirement: Full Time, Term Time

Key Purpose of the Role

The primary function of this role is to provide proactive and efficient administrative support to the Principal, the senior leadership team and to Tomlinscote as a whole.

The role is based within the School Executive Office and is responsible for supporting the Executive Office and Principal. The PA to the Principal role will contribute to Tomlinscote's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

PA to Principal role

1. General administration tasks for the Principal
2. Arranging meetings for the Principal and other members of the senior leadership team with staff, parents and students.
3. Complete student suspension letters and admin associated with suspension.
4. Complete the staff briefing notes and distribute them to all staff.
5. Proof read all school letters before they are distributed to stakeholders.
6. Check the school newsletter and distribute to stakeholders.
7. Manage the school / parent calendars.
8. Update and edit the school website with letters, policies and other documents where necessary.
9. Collate meeting papers and trip Duty Packs for the Principal.
10. Provide a professional and customer focused service to students, parents, staff and external visitors to the Executive Office or the School.
11. Supporting the Reception team during busy times, as required.
12. Provide general administrative support to the Senior Leadership Team as required. This may include handling potentially sensitive and confidential information and supporting safeguarding concerns.

Health & Safety

1. To ensure a safe working environment is maintained at all times.

Communication

1. To liaise with SLT and the Principal where necessary.
2. To liaise with other members of staff where necessary.
3. To liaise with parents & students where necessary.
4. To liaise with external organisations where necessary.

Training & Development

1. To participate in arrangements for further training and developments.
2. To initiate new ideas and encourage developments.
3. To further develop ways of improving systems and procedures.
4. To participate in the Tomlinscote School appraisal process as per whole school policy.

Safeguarding

1. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Other duties

1. Ensure that personal data records must be compliant across the School and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer.
2. To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time, including working in other departments when required.

Person Specification

The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent (a minimum of 5 GCSEs A* - C or 9 - 4 (or equivalent) to include Maths and English).

Significant and proven experience in the following areas:

- Experience of working in a school environment, preferable with students aged 11-16.
- Experience of assisting in delivering a specific project or role where meeting deadlines is crucial.

- Excellent organisational skills.
- Experience of working in a customer service environment.
- Experience of providing administrative support in an office environment.
- A proactive approach to problem solving.
- Good IT skills including Microsoft Office packages and Google software.
- Ability to work as part of a small team, with the initiative to prioritise conflicting demands and demonstrate a flexible approach to work.

Personal Qualities and Skills

- Strong interpersonal skills with the ability to engage with clients, students, parents, staff and visitors.
- Ability to build rapport with others in order to foster positive working relationships
- A 'can do' attitude.
- Ability to work independently.
- Resilient, calm and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality.
- Confident and able to use own judgement.

Job Requirements

- Able and willing to work outside of normal School working hours for events