**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Administrator for Senior Leadership Team |
| **Salary:** | H4.6 £19,171 - Actual starting salary £8,997.76 (inclusive of fringe) |
| **Main Purpose:** | |  | | --- | | To provide professional, efficient and confidential administrative support for the Assistant Principals within the school Senior Leadership Team | |
| **Responsible to:** | Assistant Principals  istoryH |
| **Staff Reporting to Job Holder:** | None |
| **Contacts within School:** | SLT  Pastoral staff e.g. Directors of Learning |
| **Contacts outside of school:** | Parents/Carers/other family members  External agencies and stakeholders as appropriate |
| **Main Duties:** | Assistant Principal Support   * Monitor and support with managing emails for all Assistant Principals * To support with managing the calendars of all Assistant Principals, including co-ordinating and arranging meetings * Booking and arranging resources for meetings and staff training events * Processing and confirming orders via school systems, as directed * Attend parent meetings where specified, taking full minutes and producing formal letters following the meeting as required * To provide other administrative support relating to the Assistant Principals’ specific areas of responsibility * Manage and prioritise requests for support, keeping a record of the time spent on each task, to ensure equitable support for each Assistant Principal * To ensure full confidentiality, given the exposure to sensitive information through the daily requirements of the role |
| **Other Specific Duties:**   * To continue personal development as agreed at appraisal reviews * To engage actively in the appraisal review process * To address the appraisal targets set by the line manager each Autumn Term * To actively participate in relevant staff training and development opportunities; including staff induction and behaviour support as appropriate * To be part of the school’s first aid team * To comply fully with all aspects of the Trust’s work on GDPR * To play a full part in the life of the Trust community; to support its distinctive aim and ethos and to encourage staff and students to follow this example * To promote and follow the Trust’s corporate policies * To comply with the Trust’s Health and Safety policy and undertake risk assessments as appropriate * To show a record of excellent attendance and punctuality * To adhere to the Trust’s Dress Code * To undertake any other reasonable duty delegated by the Principal | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |